

To: Academic Staff Assembly Representatives and Alternates:

From: 1988-89 Academic Staff Redistricting Committee

From comments received after the January 17 ASA meeting and at the February 8 redistricting hearing at Union South open to all academic staff, further refinements were made in proposed assignment of staff to new districts. This report shows the revised profiles of districts that have been set up for the spring 1989 ASA Representative elections. Detailed district membership lists will be available at the registration table at the February 21 ASA meeting. The lists will be split out so that you can pick out the district(s) of interest to you.

What you are being asked to approve are the underlying principles of assignment that the current set of profiles and district lists illustrate. We believe these principles of assignment are now well enough developed that they can be used by the Secretary of the Academic Staff for routine assignment of new staff in the foreseeable future.

The current district lists are based on a "snapshot" of all academic staff in the UW-Madison ADP computer payroll database as of August 1, 1988. The lists were used to update the ADP computer ASA District database on February 15. By March 15, 1989, the Secretary of the ASA (with advice from the Redistricting Committee) plans to apply the deletions of staff that have left and assignments of new staff to the ASA District database. We expect that the few districts that show in this report with sizes below or above the targets will settle in between 35 to 70 people. If not, the Secretary may adjust boundaries in keeping with these principles of assignment.

To sanction all of this, a member of the Districting Committee will introduce this motion on February 21:

*I move that the following be adopted as the current Principles of Assignment to be followed by the Academic Staff Executive Committee as described in Article IV, Section 2.C. of the By-laws of the ASA:*

- 1. Emeritus faculty, visiting staff and artists-in-residence shall be assigned to special districts (which may be exceptions to the district size guidelines).*
- 2. Those academic staff in the higher pay codes or "director-series" titles shall be grouped in approximately five districts.*
- 3. Job function is important to some staff (e.g. scientists and clinical specialists) while others prefer to remain within their community of interest, regardless of title. The district assignments for spring, 1989, illustrate these preferences and shall continue to be used as guidelines.*
- 4. Location, while important, is of lesser concern than title and community of interest as a determination of district. The district assignments for spring, 1989, illustrate these concerns and shall continue to be used as guidelines.*
- 5. Ideal district size is between 35 and 75. Special district exceptions are permitted. The Secretary of the Academic Staff Assembly may combine or create new districts consistent with the illustrative assignments of spring, 1989, to maintain ideal district sizes. Reasonable time periods (as much as one year) are allowed between adjustments.*

## Report of the 1988-89 Academic Staff Redistricting Committee:

Bambi Wilson	District	66 Rep	3-7112
Margaret Sullivan	District	3 Rep	3-2315
Richard Pierce	District	9 Rep	2-2512
Robert Miller	Secretary of Academic Staff		3-2985
Linda Dietrich	District	28 Rep	3-3466
Dave Brown	District	1 Rep	2-8874
Elizabeth Barlow	District	65 Rep	3-2098
Terry Kayes	Consultant from original committee		
Amy Pritchard	Consultant to the current committee		

The Districting Committee of the Academic Staff Assembly was asked to do several things:

1. review the criteria used in developing the existing districts,
2. determine whether or not there were any dissatisfaction with the current districts,
3. investigate alternate ways of assigning districts,
4. present a system that could accommodate easy assignment of new staff to districts.

When governance in the form of the Academic Staff Assembly was established, the first districts had to be developed within a short time frame and were necessarily based on some assumptions:

1. Each district was to consist of approximately 50 members, but no fewer than 35 and no more than 75 as stated in the Bylaws.
2. Supervisors were placed in districts apart from those they supervise.
3. Job function was a major factor in district assignments.
4. UDSS code and location were equal factors in assigning districts.

To help determine if there were problems with the current districts, a short survey was distributed in spring, 1988 to all assembly representatives asking them to evaluate their constituents' satisfaction with existing districts. Of the 33 surveys returned, there appeared to be no significant mandate to change. However, some representatives acknowledged puzzlement about how the districts came to be and others did express some desire for changes.

Some very good suggestions about reshaping the districting process did emerge. In conversations with Assembly members and academic staff at large, the committee repeatedly heard several common concerns. For example, preserving a community of interest seemed much more important than previously believed. That is, information processing people preferred to remain districted with colleagues in a department, rather than in a district with information processing folks from around the campus.

While no overwhelming dissatisfaction seems to be present, it is still essential that the Academic Staff Assembly have some convenient method of assigning new employees. To that end the committee worked with Administrative Data Processing to find out what information is in the university data files and whether or not it can be easily accessed and applied to this particular question. Exhaustive research showed there is considerable information on campus; However, it is not necessarily all in one place, it is not always up-to-date, and often it cannot be easily or quickly obtained.

With help from ADP, the committee members elected to transfer an extract of the UW-Madison payroll data base, capturing information about all academic staff members as of August 1, 1988. The information was transferred to a desktop computer spreadsheet system. For each person, it included Personal ID, Name, Current District, UDDS, Building Location, and Title Codes. The committee then experimented with a variety of regroupings and resortings to come up with proposed new district assignments that were consistent with our instincts and the advice we had received from questionnaires or people who contacted us.

We have attempted to develop a "decision tree" that expresses the districting rules that evolved during the experimentation and discussion phases of our work. This decision tree should give the Secretary of the Academic Staff the basic information needed to quickly and logically assign new staff members to an appropriate district.

The "decision tree" is based on a new set of assumptions:

1. Emeritus faculty, visiting staff and artists-in-residence should be in special districts (i.e. 80, 81) which may be exceptions to the district size guidelines.
2. Those academic staff in the higher pay codes or "director-series" titles have many alternatives to effect change on campus. By grouping these supervisory people in five districts (i.e. 3, 17, 24, 26 and 69), academic staff in other districts are more likely to gain a greater voice through representation in the ASA.
3. Job function is important to some staff (e.g. scientists and clinical specialists), while others prefer to remain within their community of interest, regardless of title.
4. Location, while important, is of lesser concern than title and community of interest as a determination of district.
5. Campus UDDS is a useful guideline to determine community of interest.
6. District size should still fall within the guidelines of the bylaws: between 35 and 75. We aimed for ~ 50 or 60 as an ideal.

We hope that the district lists made available at the February 21 ASA meeting are the best possible expression of the decision tree rules that the ASA Redistricting Committee is recommending to the Assembly and to ASEC. Remember that Article IV, Section 2 B. 3 of the ASA bylaws provide this continuing recourse:

3. *Individuals or groups presenting a reasonable basis for assignment to a different district, or to a new district may appeal to the ASEC for reassignment. The ASEC, while adhering to the basic districting criteria approved by the Assembly, will give every consideration to possible district changes for individuals or groups.*

New District Number	District Profile	Approx. Size
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### Special districts

- |    |   |     |
|----|---|-----|
| 80 | Emeritus faculty who are administered as academic staff at UW-Madison.                      | 35  |
| 81 | Visiting and adjunct faculty or staff who are administered as academic staff at UW-Madison. | 228 |

Note: Districts 80 and 81 are "special." They will not be subject to the minimum and maximum district size limitations. It is unlikely that candidates will be found to stand for election as district representatives, although invitations will be issued.

### Upper-level administrators

- |    |   |    |
|----|---|----|
| 26 | Executive/management: Generally, academic staff in upper level management of large units who have substantial control over performance evaluation and compensation of other academic staff. | 70 |
| 3  | Administrative program managers and assistant deans: Generally, academic staff in "middle" management of large units.   | 41 |
| 17 | Associate deans, directors and department level administrators in the life and medical sciences   | 65 |
| 24 | Associate deans, directors and department level administrators in social sciences & physical sciences   | 38 |
| 69 | Directors, assistant superintendents and management engineers in U.W. Hospitals & Clinics   | 51 |

Note: Separating supervisors from those they supervise is recommended above the first-line level of management. Those academic staff in the higher pay codes or "director-series" titles have many alternatives to effect change on campus. By grouping these supervisory people in five districts (cf 3, 17, 24, 26 and 69), academic staff in other districts are more likely to gain a greater voice through representation in the ASA.

New District Number	District Profile	Approx. Size
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### General administration

- |    |  |    |
|----|--|----|
| 1  | General Administration district composed primarily of administrators and support people in Bascom Hall and WARF  | 66 |
| 2  | Administrative support and Facilities planning people in Peterson and WARF Buildings   | 42 |
| 7  | Student Services: upper level administrators, Registrars, Deans, Directors and counsellors at Bascom Hall, Science Hall, 432 N. Murray 905 University Avenue, Campus Assistance Center, A.W. Peterson, Agricultural Hall and Clinical Sciences Center. | 38 |
| 8  | Student Services: Professionals and managers in Financial Aids, Dean of Students, Admissions and Registrar located at Bascom Hall, Science Hall, 432 N. Murray 905 University Avenue, Campus Assistance Center, A.W. Peterson,                         | 57 |
| 9  | Student Services: Professionals and managers in the Unions and Housing.  | 63 |
| 10 | Student Services: Professional and managers, deans and counsellors located at Social Sciences, South hall, Murray Street, Education, Educational Sciences, Van Hise Hall, Science Hall, Pharmacy, Humanities and 433 N. Murray                         | 54 |

### Category A Librarians

- |   |   |    |
|---|---|----|
| 4 | Librarians in Wendt, Law, Space Science and Engineering Center, Chamberlin, Steenbock, Middleton and Weston   | 50 |
| 5 | Librarians in Teacher Education, Law, Business, Historical Society, College Library, Sterling, Science Hall, Social Sciences, Chemistry, Bascom, Weeks, Goodnight Hall and Henry Mall locations | 33 |
| 6 | Memorial Library librarians   | 58 |

New  
District  
Number

District Profile

Approx.  
SizeProfessional and managerial titles in subject fields:

11	Professionals and managers in UW Press, Journalism, Mass Communications, Theatre, Drama, Music and Instructional Media Development	57
18	Professionals and managers in Pre-School Lab, Family Resources Agricultural Journalism, Extension & Land Tenure Center	50
21	Professionals and managers in Teacher Education, Educational Sciences and 432 N. Murray Street	55
22	Instructional and outreach specialists and managers in Lowell Hall	46
23	Instructional and outreach specialists in Business and Law	46
28	Professionals and managers in WARF including IES, CHS Administration, Hospital Data Processing, Fiscal and Public Affairs.	30
29	Professionals and managers in University Health Service and CSC Support Services.	70
30	Professionals and managers in CSC: Clinical Labs, Respiratory Therapy, Pathology, etc..	63
35	Professionals and managers in Molecular Biology, Genetics and State Hygiene Lab	55
36	Professionals, managers and some Category B researchers in Zoology, Botany and Arboretum	50
37	Research professionals and managers located in Bacteriology, Food Research and Babcock Hall	51
38	Outreach staff and researchers in Limnology and Soils	56

New District Number	District Profile	Approx. Size
39	Professionals and managers at Waisman Center (=>UDDS A348710 and > A518900)	35
56	Professionals and managers at Waisman Center ( all are UDDS A348700)	68
46	Professionals, managers and some Category B researchers in the Psychological and Life Sciences	65
47	Professionals and managers in School of Veterinary Medicine	68
48	Professionals, managers and some Category B researchers in Health Sciences located in Chamberlin, SMI, Bardeen and Medical Science Center.	50
49	Professionals and managers located at McArdle	49
50	Professionals and managers in general Health Sciences, located at SMI, Bardeen and Medical Sciences Center	48
51	Professionals and managers in Oncology, located primarily at Clinical Sciences. Includes Preventive Oncology located at both CSC and MSC.	43
52	Professionals and managers in VA and CSC Depts. of Medicine and Medical Microbiology	61
53	Professionals and managers in CSC Surgery and Anaesthesiology, Radiology and Organ Acquisition Group	58
54	Professionals and managers in Ophthalmology and Psychiatry at CSC and WARF buildings	66
55	Clinicians, research professionals and managers: primarily Family Practice, including those located out-of-town	57



New District Number	District Profile	Approx. Size
58	Professionals in physical sciences and engineering. Also some media people who are with their communities of interest.	68
59	Professionals and managers in Meteorology and Space Sciences	67
60	Research professionals primarily in L&S and Engineering located in MSC Infirmary, Sterling, Chamberlin, Chemistry and Weeks Geology.	61
61	Professionals, administrators and some researcher titles in MACC, Computer Sciences & Statistics	66
62	Administrators and professionals in athletics.	43
63	Professionals, managers and some Category B researchers in Horticulture, Plant Sciences and administration at 620 Babcock Drive	55
64	Professionals and managers in Nutritional Sciences and Animal Sciences	52
65	Professionals and managers in Russell Labs	58
66	Professionals and managers in Biochemistry, Enzyme Institute, Biotechnology Center and Biotron.	65
67	Professionals and managers in Oncology , located primarily at Clinical Sciences Center.	52
68	Professionals and outreach specialists in CSC including some clinical speech pathologists	31
71	Professionals and managers in Medical Sciences Center and SMI	51
73	Professionals and managers in Science Hall, H.C.White Hall, Education Building and North Hall	60

New District Number	District Profile	Approx. Size
75	Professionals and managers in Social Sciences, Van Hise, and Van Vleck	57
77	Instructors, administrators and clinical specialists in Gym-Nat, Lathrop Hall, Stadium and Sports Medicine	44
78	Professionals and managers in Veterinary Science, Dairy Forage Research and Dairy Cattle Center	31
<u>Category A Clinical Specialist Titles</u>		
27	UWH&C Clinical Pharmacists	66
31	Clinical Nurse Specialists other than Family Practice (See dist 55) and Preventive Oncology.	60
32	Clinical Social Workers, Dieticians, professionals and managers in CSC emergency services.	58
<u>Category B Research Titles</u>		
15	Scientists in Physical Sciences (SRC), Engineering Research, Hydraulics and Astronomy	40
16	Scientists in Geology, Meteorology, Space Science, Chemistry and High Energy Physics	45
19	Scientists and researchers in Social Sciences, Educational Sciences, L&S and Agriculture (International Ag, Land Tenure, Rural Sociology,...)	65
33	Scientists in the Life Sciences	50
34	Scientists in Medical and Psychological Sciences	42
40	Researchers and Scientists in behavioral and related sciences	55

New District Number	District Profile	Approx. Size
57	Researchers and Instrumentation Innovators in Engineering Research, Hydraulics Lab and Physical Sciences Lab (Office & Shops)	40
76	Researchers and Instrumentation Innovators in Medical Sciences Center, Meteorology & Space Sciences, Synchrotron Radiation Center, Chemistry and Sterling	36

### Category B Instructional Titles

12	Category B instructional titles in Letters and Sciences located at: Van Hise, North Hall, Humanities, Science Hall and Historical Society	66
13	Category B instructional titles in Letters and Sciences located at H.C.White, Social Sciences, 425 Henry Mall, 1124 W. Johnson, Brogden Psychology and Vilas Communications Buildings	76
14	Category B instructional titles in Chemistry, Math, Physical Sciences Computer Sciences and Engineering	60
20	Category B instructional titles located in Teacher Education, Educational Sciences, Humanities, Family Resources and Agricultural Journalism	68
25	Category B instructional titles in Extension Management Institute and School of Business in Commerce and Bascom	64
41	CHS Profs in VA and CSC Surgery, Pathology, Anaesthesiology, Human Oncology, Radiology	65
42	CHS Profs in Family Practice and Clinical Offices, Pediatrics, OB/Gyn, Psychiatry, Rehab Medicine and Dermatology	61
43	Category B instructional titles in Life Sciences, Health Sciences and School of Veterinary Medicine	65

New District Number	District Profile	Approx. Size
44	CHS Profs in Hospital Administration, CHS Medical School, CHS Academic Affairs, Cytogenetics, Medicine, Neurology, Ophthalmology	68
45	Clinical Professors and Clinical Instructors in Psychology, Nursing Communicative Disorders, Social Work and related fields.	71
74	Category B instructional titles at 911-917 University Ave, Law, Lowell Hall and Vilas Communication	68
70	Clinical Professors and Clinical Instructors in CSC, State Hygiene Lab, University Health Service and School of Veterinary Medicine.	79
72	Instructional and faculty associate titles in Engineering and Engineering Extension plus some specialists and counsellors in this community of interest.	57