

ACADEMIC STAFF ASSEMBLY  
COMPENSATION AND ECONOMIC BENEFITS COMMITTEE  
ANNUAL REPORT 1990-91

CHARGE

The Standing Committee on Compensation and Economic Benefits is charged with the continuing review of policies and procedures relating to academic staff compensation, fringe benefits and other economic benefits.

1990-91 COMMITTEE ACTIVITIES

1990 was the beginning of the 1991-93 biennial budget process. The committee worked closely with Martha Casey, our representative on the UW System Biennial Advisory Committee. We strongly supported the policy that regardless of the numbers, it was critical that salary increases for faculty and academic staff be linked. The committee reviewed the new TPF&C market study and was pleased to see the large increase in market comparisons. Our Academic Personnel Office contributed a large portion of the approx. 3,000 market matches representing over 250 titles. After President Shaw made his 2.4% catch-up and 6% pay plan recommendations public, the committee wrote a speech which Jan Wheaton gave to the Regents supporting President Shaw's position.

At the beginning of this term, the Academic Staff Executive Committee asked the CEBC to propose solutions to the problem of people reaching their maximums. After considering several options, the CEBC recommended raising the Category A salary ranges to the market levels documented in the 1990 TPF&C report. ASEC and the CEBC have proposed this to UW System and are still waiting for a response.

The CEBC has also worked closely with the Academic Personnel Office in developing our own market survey of Big Ten Universities. The survey will use actual job descriptions and not just title matches. Job descriptions for 70 positions have been drafted and reviewed by academic staff members. Prior to distribution, the job descriptions and questionnaire will be reviewed by a committee of experts including Dr. Robert Hauser. Also, in the area of market data, the CEBC has designed and distributed an exit interview form for academic staff to fill out before they leave or if they receive an outside offer.

On the benefits side, there have been several improvements which the committee reported to the Assembly. These include a benefits checklist for new employees, a benefits seminar for new employees, and computerization of sick leave reporting which hopefully will lead to a waiver of the 8.5 day sick leave cap. The CEBC also responded to a policy paper on reimbursement for authorized coursework. The current policy allows departments to decide if coursework is reimbursed. Since the budget constraints of the last several years have curtailed these authorizations, we concluded that unless departments are required to reimburse academic staff, this program will remain unavailable to many academic staff. We suggested a method of cost-sharing that would keep departmental costs down and make the program more accessible.

The last project of the year will be the campus budget instructions for the 1991-92 biennial budget. The committee reviewed the Governor's recommendation of limiting catch-up to instructional and primary research staff. In a memorandum to John Torphy (Office of Budget, Planning and Analysis), the committee stated that the 1990 TPF&C report demonstrated there is a broad-based need across all Category A academic staff for competitive salary adjustments. We urged the OBPA to use the widest possible latitude in implementing the State budget language and strongly endorsed the principle that all academic staff should be eligible to receive catch-up.

#### 1990-91 CEBC MEMBERS

Judy Donmoyer(chair)	R.J.Cashwell
Bruce Beck(v.chair)	Connie Bakker
Marsha Landretti(sec.)	Sarah Aslakson
Martin Garment	Larry Lockwood

# DRAFT

University of Wisconsin  
Madison

Faculty Document 8xx  
5 May 1991

---

## PROPOSED CHANGES TO FACULTY POLICIES AND PROCEDURES 1.03.C. AND 5.10.

### 1.03. ACADEMIC STAFF, INCLUDING COLLATERAL FACULTY.

- A. "Academic staff" are professional and administrative personnel, other than University faculty, who have duties and types of appointments that are primarily associated with higher education institutions or their administration.
- B. The "collateral" faculty is a subgroup of the academic staff having instructional responsibilities. It includes lecturers and persons with a ranked faculty title qualified by modifiers such as: "visiting," "adjunct," "clinical," "of Military Science," "of Naval Science," "of Aerospace Studies," "(CHS)," or "--(location/institution)." Collateral faculty appointments are made only upon the affirmative recommendation of a department or its functional equivalent (see Chapter 5; also see chapter 7).
- C. Members of the academic staff whose *responsibilities are directly related to the instructional or research mission of the University and whose qualifications with respect to their assigned duties are comparable to those of faculty members* may be designated *by the chancellor on recommendation of the University Committee* as having faculty status. Designation is by the chancellor on recommendation of the University Committee following nomination by a department or other academic unit. Faculty status is granted to a person holding an appointment in a particular position and will terminate when the person leaves that position. Faculty status provides eligibility to participate in faculty governance as provided in Chapters 1, 2, 5 and 6 of these rules, including voting in meetings of the nominating unit and in campus-wide faculty elections, Senate representation, and eligibility for election to the Senate. Faculty status does not confer membership in a department, school, or college; does not confer rank or tenure; and does not convert an academic staff appointment to a faculty appointment.

- 5.10. DEPARTMENTAL FACULTIES: MEMBERSHIP. All University faculty members as defined in 1.02. holding probationary appointments, tenure appointments, or joint governance appointments in a department are members of that department and shall have the right to vote and otherwise participate in the governance of that department. Academic staff members receiving faculty status following nomination by a department shall have the right to vote and participate in department meetings. The departmental executive committee may extend the right to vote and participate in departmental meetings to members of the collateral faculty (see 1.03.) without nominating them for faculty status.

Guidelines for Faculty Status Designation in accordance with FPP 1.03C

A. Introduction

Faculty status is intended to involve academic staff members in faculty governance when this involvement will be of specific benefit to the University and the faculty governance process. The primary criterion for conferral of faculty status will be this benefit.

The designation of faculty status is related to the individual's performance in a particular position or job as a member of the academic staff.

B. Criteria

1. Benefit to the University from the involvement of the academic staff member in faculty governance. In the light of the existing academic staff governance structure, the value of involvement in faculty governance is to be stressed.
2. Demonstrated commitment to higher education. For an academic staff member whose assigned duties relate only to a narrow aspect of the mission of the University, it is important to show a broader view of the total mission.
3. Comparability of skills, ability, and knowledge (related to assigned duties) to those of faculty members. Typically, but not necessarily, the nominee will have the terminal degree in the appropriate field.
4. Excellence in the performance of assigned duties.
5. Past contributions to the University.

To be considered for faculty status, the nominee should have been employed as an instructional academic staff member at the University for a minimum of five years. In exceptional circumstances, an academic staff member who is not an instructional academic staff member but who has broad concern for the educational mission of the University will be considered. In special cases involving recruitment of an academic staff member from outside the UW-Madison, this five-year requirement may be waived and equivalent work experience and performance at a comparable institution may be considered in the evaluation of the above criteria.

C. Process

1. Nomination for faculty status is by the executive committee of the nominating unit or by the administrative head if there is no executive committee.
2. Documentation of the nomination should address the above criteria and include a curriculum vitae and a clear statement of the benefit to the University resulting from the faculty status designation. Documentation is to be submitted to the appropriate dean or director.
3. If the dean or director approves the nomination, the documentation is forwarded to the Chancellor who submits the documentation to the University Committee for its review and recommendation.
4. Following an affirmative recommendation by the University Committee, the Chancellor may confer faculty status.