

**Report
of the
Ad Hoc Assembly Representation Activities Committee**

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INTRODUCTION

At the October 1991 meeting of the Academic Staff Assembly, an Ad Hoc Committee was formed to examine issues related to the involvement of Assembly representatives in the governance process, districting and district representation. This report contains the recommendations of that committee, the Ad Hoc Assembly Representation Activities Committee, concerning the involvement of Assembly representatives in the governance process, specifically, the activities of the Academic Staff Assembly.

Recommendation #1 - Participation in Governance

- That the Academic Staff Assembly **ACTIVELY** participate in the governance of, and policy development for, the University of Wisconsin-Madison (Wis. Statutes 36.09 (4m)).

Rationale: All too often the Assembly is a **PASSIVE** participant, endorsing policies already developed and approved by the Chancellor or the Faculty Senate or the WSA. The Assembly could take an independent look at issues such as:

- the role and functioning of ASEC, the Assembly, the Academic Staff committees, or other committees of the University,
- the process for granting long term Academic Staff appointments, job security, collective bargaining, unionization,
- the interaction of ASEC with the University Committee, or of the Assembly with the Faculty Senate or WSA,
- UWS 17, ROTC, the Madison Plan, intercollegiate athletics, consensual relationships, the Quality Reinvestment Plan, the Future of UW Hospitals & Clinics, post-tenure faculty review.

Status: open

Recommendation #2 - Assembly Membership on Committees

- That every Academic Staff Assembly representative participate in Academic Staff Assembly activities in addition to the Assembly meetings, i. e., volunteering for committees, counting election ballots, attending ASEC meetings.

Rationale: The best way to get involved is to be involved.

Status: open

Recommendation #3 - Remarks from the Chancellor

- That the Assembly invite the Chancellor to include in the opening remarks of the first Assembly meeting of each academic year a brief overview of the role of the Academic Staff in shared governance.

Rationale: The Assembly should hear the views of the Chancellor on this subject regularly.

Status: open

Recommendation #4 - Reminder to Deans/Directors/Chairs

- That a notice be sent annually from the Chancellor to the various Deans/Directors/Chairs reminding them that participation in the Academic Staff Assembly, ASEC and other committees is a fundamental right and responsibility of academic staff members. Employing units and supervisors are urged to provide flexibility in scheduling to allow academic staff participation.

Rationale: It is rumored that some Assembly representatives have difficulty even attending Assembly meetings because of opposition from their supervisors.

Status: open

Recommendation #5 - Additional Ad Hoc Committees

- That ASEC or the Academic Staff Assembly form more *ad hoc* committees, with membership drawn primarily from the Assembly, to deal with issues rather than assigning the work to ASEC.

Rationale: The intent is to reduce the burden on ASEC, to provide a way to bring in additional resources, and a way to directly involve more Academic Staff Assembly members in the governance process.

Status: open

Recommendation #6 - Two Specific Committees

- That at least two new Academic Staff Assembly committees be formed to address on a continuing basis (1) new member orientation, and (2) districting issues.

Rationale: An impediment to the involvement of Assembly representatives is lack of knowledge of the function and history of shared governance on the Madison campus. (More details relating to this recommendation are found in Recommendation #6.) The on-going districting process needs to be monitored and occasionally reviewed. (More details concerning this recommendation are contained in Appendix B.)

Status: open

Recommendation #7 - The New Member Orientation Committee

- That as a minimum the New Member Orientation Committee conduct an orientation meeting for the newly elected Academic Staff Assembly members each August, provide a contact person for each new member, and maintain a handbook for new members.

Rationale: An impediment to the involvement of Assembly representatives is lack of knowledge of the function and history of shared governance on the Madison campus. (More detailed suggestions are contained in Appendix A of this report, and a suggested outline of the Handbook for Academic Staff Assembly Representatives is attached as Appendix C.)

Status: open

Recommendation #8 - ASEC Membership on Committees

- That each Assembly committee contain at least one ASEC member.
Rationale: Communication of the committee with ASEC is facilitated.

Status: open

Recommendation #9 - Distribution of Agendas and Minutes

- That electronic mail be used to distribute the agendas and minutes of the ASEC meetings and Academic Staff Assembly meetings to the members of ASEC and the Assembly representatives as soon as they are available. The Assembly representatives are urged to forward these agendas and minutes, or summaries of them, to the Academic Staff members of their districts as soon as practical.

Rationale: The Academic Staff will be accurately and quickly informed of the issues before ASEC and the Assembly, which allows the Assembly to better represent their interests.

Status: done

Recommendation #10 - More Detailed Minutes

- That the minutes of the ASEC and Academic Staff Assembly meetings be more detailed.
Rationale: Representatives need to know not only who spoke, but the substance of the remarks.

Status: open

Recommendation #11 - Handouts

- That all presenters or speakers at Academic Staff Assembly meetings prepare in advance a handout containing a summary of their presentation to be distributed at the meeting entrance.

Rationale: Assembly representatives need to be listening to the presentations and participating in the discussions, rather than taking notes.

Status: usually done

Recommendation #12 - Speaker Identification

- That when making remarks at Academic Staff Assembly meetings, representatives identify themselves not only by name and district number, but also by district type, i.e., Scientists, Librarians, Instrumentation Technologist, etc.

Rationale: Listeners can more easily assess a speaker's remarks if they know something about the speaker's background. It also allows listeners to learn about the composition of the Assembly.

Status: sometimes done

Recommendation #13 - Oral Communications

- That all speakers at Assembly meetings speak distinctly, not too rapidly, not too softly, and directly into the microphone.
- That if speakers elect not to use a microphone, they speak loudly enough to be heard by all.
- That the chair repeat a question or comment from the floor if it was not widely heard or is confusingly presented.

Rationale: It is important for all Assembly representatives to hear and understand what is being said.

Status: sometimes done

Recommendation #14 - Faculty Senate & ASEC Attendance

- That Academic Staff Assembly representatives attend at least one Faculty Senate meeting and at least one ASEC meeting each year.

Rationale: Representatives can be better informed of the issues and can learn about other facets of the governance process.

Status: rarely done

Recommendation #15 - ASEC Seating

- That the members of ASEC be seated at the front of the meeting room, with an identifying name plaque in front of each.

Rationale: The Assembly representatives should be able to see and identify the members of ASEC, who conduct business of the Academic Staff on a daily basis. This way ASEC members may more easily be asked questions and respond.

Status: partially done

Recommendation #16 - Assembly Representatives Seating

- That the area of the Assembly meeting room that is reserved for Assembly representatives be more visibly indicated, and located closer to the front of the room.

Rationale: It is desirable to bring the group physically closer together to facilitate discussion and reduce the dependence upon microphones.

Status: open

Recommendation #17 - ASA Meeting Room

- That the Academic Staff Assembly consider further the desirability holding its meetings in a more suitable room.

Rationale: The current Academic Staff Assembly meeting room, 272 Bascom Hall, is much larger than necessary to accommodate Assembly representatives and observers. It is not conducive to discussion or participation. But, it is convenient, and having the Academic Staff Assembly meet in the same room as the Faculty Senate seems important.

Status: open

Recommendation #18 - Secretary of the Academic Staff

- That the role of the Secretary of the Academic Staff be made more clear to the membership.

Rationale: Representatives are often unsure about whom to go to when they have a question, and what they may expect from the Secretary.

Status: open

Recommendation #19 - Party

- That the opportunity for "surprise" social interaction be provided by ASEC at several Assembly meetings during the course of the year.

Rationale: It would promote the involvement of Assembly representatives in the governance process if they knew each other a little better.

Status: open

- Appendix A -

Suggestions
for an
Academic Staff Assembly
New Representative Orientation Committee

The Academic Staff Assembly New Representative Orientation Committee is responsible for educating newly elected representatives about their duties, and is a point of contact for their questions.

The committee should consist of six members, three from even numbered districts and three from odd numbered ones, each serving two-year terms. (It is possible that some members of the committee would no longer be assembly representatives in the fall - ASEC could appoint replacements if necessary.)

Each newly elected assembly representative is assigned to one of the committee members as a contact. Each new representative is told about this committee and the name of the contact person on the committee. The new representatives are encouraged to talk to their contacts about any questions they may have. It is the responsibility of each committee member to make at least one personal contact with each assigned new representative sometime after the new representatives are elected (and assigned contacts), but before the New Representatives Orientation Meeting in August.

The committee as a whole has the responsibility in the spring of each year to review the Handbook for Academic Staff Assembly Representatives and other material handed out to new representatives and update or augment that material as necessary. It is the responsibility of the committee to see that this material is distributed by the Secretary of the Academic Staff to the new representatives in a timely manner, but no later than the beginning of August.

The chair of the committee verifies that each new representative has been contacted at least once by a committee member before the beginning of August.

The committee organizes at least one "New Representatives Orientation Meeting" in August or before the first Assembly meeting of the fall. This meeting is attended by all the new representatives, all the committee members, all of ASEC, any other interested representatives. The meeting consists of at least: introductions, a brief (10 minute maximum) history of Academic Staff participation in UW shared governance (by ASEC), a brief (10 minutes) description of the activities of the ASA and ASEC in the past year and the issues coming up in the near term (next 6 months), and a social component.

In the fall, the committee obtains feedback from the new representatives on the effectiveness of their orientation and begins the planning for the next year's orientation. After that feedback is obtained, ASEC appoints three new members to the committee, some of whom could be new representatives.

- Appendix B -

Suggestions
for an
Academic Staff Assembly
Districting Committee

A number of representatives believe that there are people in their districts who should not be in their district. Some representatives think there are people not in their district who should be in their district. There have also been comments about people changing jobs and not changing districts. The secretary of the academic staff has also commented that he has not had enough time to assign new academic staff to their Assembly districts as soon as he would like.

We recommend that an Academic Staff Assembly Districting Committee be formed to provide continuing review of the actions of the Office of the Secretary of the Academic Staff in assigning members of the Academic Staff to Assembly districts.

Specifics of the Districting Committee's duties:

- (1) For each complaint transmitted to the Districting Committee, the Committee will examine the size and makeup of the district involved (and related districts as necessary) and the long-term appointment history of the individual involved.
- (2) The Committee will recommend reassignment of an individual to a different district if a deviation from the current guidelines are found.
- (3) The Committee will recommend revisions to the districting guidelines as necessary.
- (4) The Committee will recommend a major restructuring of the Assembly districts if it finds that to be necessary.
- (5) The Committee will assess the adequacy of the resources available to the Secretary of the Academic Staff for performing the on-going districting function: the computer hardware, the computer programs and the labor hours.
- (6) The committee will report annually to ASEC on its recommendations and assessments.

- Appendix C -

Suggested Outline
for a
Handbook for Academic Staff Assembly Representatives

Cover Page: Welcome letter from the Secretary of the Academic Staff

Section 1 -- Introduction

- A) What is the Academic Staff Assembly (ASA)?
- B) When and how (i.e. a short history) was it formed?
- C) What is the Academic Staff Executive Committee (ASEC) and its relationship with the ASA?
- D) What is the Academic Staff Public Representation Organization (ASPRO) and its relationship with the ASA?

Section 2 -- ASA Meetings

General information

- A) What goes on at these meetings?
- B) When and where are they?
- C) How are they run?
- D) General meeting conventions.

Section 3 -- ASA Member Duties

- A) Attendance requirements for ASA meetings.
- B) The function of the alternate.
- C) What information should you pass on to your constituents?
(include possible methods, e.g., e-mail, mailings, telephone)
- D) Who can serve on ASA committees? (what are they, requirements)
- E) How to obtain a current list of the members in your district.

Section 4 -- ASEC

A more lengthy description than in section 1-C.

- A) Functions
- B) Responsibilities
- C) Meeting times (i.e. every Monday).
- D) When might you want to contact ASEC?

Section 5 -- ASPRO

A more lengthy description than in section 1-D.

- A) Functions
- B) Responsibilities
- C) How might a representative be asked to participate in ASPRO activities?

Section 6 -- Secretary of the Academic Staff

- A) Who (name, phone, term information, support staff, etc.)
- B) Function
- C) Responsibilities
- D) When might you want to contact the secretary of the academic staff?

Section 7 -- Committees of the Academic Staff

Furnish function, term and requirement information.

- A) Nominating Committee (NC)
- B) Compensation and Economic Benefits Committee (CEBC)
- C) Personnel Policies and Procedures Committee (PPPC)
- D) Professional Development and Recognition Committee (PDRC)
- E) Ad hoc committees

Section 8 -- Composition of the Academic Staff Assembly Representatives

This section provides information about all the ASA districts, such as:

- A) Type of person in each district (e.g., scientists, researchers, clinical professors, librarians, etc.)
- B) Number of members in each district
- C) Number of districts this type
- D) Pie charts of the demographics of Academic Staff composition

Section 9-- Committee Members and Meeting Schedules

The list of the committee members includes the individual's district, division of the university, phone number, mailing address and e-mail address.

- A) Academic Staff Assembly (ASA)
- B) Academic Staff Executive Committee (ASEC)
- C) Nominating Committee (NC)
- D) Compensation and Economic Benefits Committee (CEBC)
- E) Personnel Policies and Procedures Committee (PPRC)
- F) Professional Development and Recognition Committee (PDRC)
- G) Academic Staff Public Representation Organization (ASPRO) advisory committee
- H) University Committee
- I) Faculty Senate (only the meeting schedule)

