

## **Graduate School Committee on Academic Staff Issues (GS-CASI) Annual Report October 2007**

### **GS-CASI Overview**

The Graduate School Committee on Academic Staff Issues (GS-CASI) advises the Dean of the Graduate School on academic staff issues. It reviews policies and procedures and serves as a source of information and representation for academic staff in the Graduate School.

The GS-CASI has now completed its fifth year, with the full committee meeting every other month to conduct its business. The committee met six times during the period covered by this report, October 2006 through September 2007. Four subcommittees held additional meetings to work on issues in-depth. They are:

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

Information regarding subcommittee composition, current issues, and dates/times/minutes of meetings can be viewed on the GS-CASI web site: <http://info.gradsch.wisc.edu/admin/casi/>.

### **Communications Subcommittee**

The Communications Subcommittee establishes and monitors communication with Graduate School academic staff and with campus academic staff committees external to the Graduate School.

### **2006-2007 Activities/Accomplishments**

For the past two years, members of the Communications Subcommittee coordinated meetings and activities with members of the Professional Development Subcommittee because of common goals and interests. Continuing joint activities include exploration of professional development opportunities for academic staff and creating a web site devoted to governance questions. These are further described under Professional Development Subcommittee accomplishments.

The GS-CASI web site, administered by the Communications Subcommittee and hosted by the Graduate School is well established and used as a vehicle for posting committee meetings, agendas, reports, and PDRC grant recipients. The Subcommittee prepared the 2006 annual report along with a summary of accomplishments. The report, together with an announcement explaining the role of the Graduate School CASI, its membership, and general information with links relevant to academic staff interests, was emailed to all Graduate School academic staff members. Descriptions of the GS-CASI and its subcommittees have been updated to reflect its growth and focus over the past five years.

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. During the past year, the full

Graduate School CASI met with Academic Staff Assembly representatives to discuss common goals and ways of promoting interest in governance activities among academic staff.

### **Ongoing Activities**

Creating and maintaining the content of the GS-CASI web site will continue to be the subcommittee's most visible activity in 2007-2008. In particular, agendas, minutes, and reports will be published on the web site as soon as they are available. The web site will also continue to be used to publish election materials and announcements, such as recipients of professional development grants or other awards. E-mail is used to alert constituents to look at documents on the web site. Additionally, the CASI web site can be used to link to pertinent Academic Staff Executive Committee (ASEC) information.

### **Nominations and Districting Subcommittee**

The Nominations and Districting Subcommittee oversees GS-CASI elections and provides oversight for balanced district membership.

### **2006-2007 Activities/Accomplishments**

The annual election for Vice-Chair was held at the July 2007 GS-CASI meeting with Jean Phillips elected as Vice-Chair.

The Nominations and Districting Subcommittee organized and identified new candidates for District 6, 7, 8, and 9. New representatives were found for District 6 and Appointment position #1 after membership resignations due to over commitments. GS-CASI district elections were held during the 12 March-16 March 2007 timeframe, filling district positions above for 2007-2010. The Committee worked with the Communications Subcommittee to update web page representative information for districts and committees (See Appendix A for more information).

The subcommittee also provided two amendments to the by-laws in November 2006 to formalize Academic Planning Council representation from a GS-CASI member, to implement a Vice Chair elect position, and to providing guidance on how GS-CASI member vacancies are filled. All were passed unanimously.

All the district numbers are well balanced this year. Committee membership was also rebalanced.

### **Ongoing Activities**

In the upcoming year, the Subcommittee plans to:

- analyze district membership balance and provide guidance to adjust total number of members per representative.
- balance committee membership to provide best GS-CASI representative skills to specific committee needs.
- prepare and coordinate elections and provide recommendations to fill district vacancies when warranted.
- provide guidance and propose by-law amendments to create a fully functional GS-CASI body.

## **Personnel Policies and Procedures Subcommittee**

This Subcommittee ensures that personnel policies and procedures of the Graduate School are consistent with those of the University of Wisconsin-Madison. The Subcommittee educates about such policies and when areas of concern arise, the committee devises and recommends solutions to the general CASI and the Dean.

### **2006-2007 Activities/Accomplishments**

The Personnel Policies and Procedures Subcommittee's two-plus year focus on establishing the Honorific Research Professor title series in the Graduate School came to fruition in January 2007. Yoshiro Saimi of the Laboratory of Molecular Biology became the first academic staff member in the Graduate School to be nominated and approved with this title. Lessons learned from this first example were discussed by the GS-CASI. Several other Graduate School centers plan to put forward candidates for the title. The PPP Subcommittee thanks all of the other CASI members and Graduate School administration for their ongoing support of this important initiative.

### **Ongoing Activities**

At the November 10, 2006 meeting, the GS-CASI agreed that the PPP Subcommittee would remain on the roster of working subcommittees, but would not meet regularly again until given a new task by the larger committee.

## **Professional Development and Recognition Subcommittee**

The Professional Development Subcommittee is responsible for recommending strategies for the professional development and recognition of academic staff within the Graduate School.

### **2006-2007 Activities/Accomplishments**

As referenced in the Communications Subcommittee report, the PDRC merged activities with the Communications Subcommittee based on shared goals and common interests across the two groups. The goal for combined activities focused primarily on the commitment to increase awareness and involvement of academic staff in University of Wisconsin-Madison governance. Activities undertaken in fulfillment of the subcommittee's goals are detailed below.

1) Professional development, specifically career development, continued as a topic of discussion and priority:

- The Committee recommended Ann Lamboly as a speaker to the full GS-CASI to address topics related to personnel policies and practices (e.g., promotions, resources available to personnel on lay-off or non-renewal status, proactive measures). Ann presented to the CASI on 14 September 2007.
- The Committee had initial communication with Don Schutt, Office of Human Resources, regarding career development sessions sponsored by his office. The purpose is to find out how these sessions apply to scientists and researchers within the Graduate School whose work is supported by grant monies.
- The Committee identified an interest in stress management and wellness activities on campus.

2). Governance discussions led to discovery of resources and potential partnerships on campus:

- The Committee discussed a FAQ for academic staff that was initially developed by the College of Engineering CASI. Adaptation of the FAQ for the GS-CASI audience continues with a draft projected for the 9 November CASI meeting. This is a joint activity between PDRC and Communications.

3) The Professional Development Subcommittee continued to review the Professional Development and Recognition Grants for the Graduate School:

- In fall, a grant was awarded to Dr. John Ollinger, Associate Scientist, Waisman Center.
- In spring, a grant was awarded to Dr. Ralf Wehlitz, Associate Scientist, Synchrotron Radiation Center.

### **Ongoing Activities**

A focus on increased awareness of and involvement in governance will continue to dominate activities in the upcoming year. The GS-CASI and ASEC may coordinate some governance activities because of mutual interest in the issue. Members of the Professional Development and Communications Subcommittees have committed to taking a lead among the CASIs in initiating discussions and activities to implement the suggestions listed above.

**APPENDIX A – GS-CASI Membership**

The GS-CASI consists of 12 members, 10 elected by the school's academic 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                           | Palumbo, Teresa<br>Waisman Center   |
| 2               | Waisman Center – Clinical and Managerial               | Tuchman, Linda<br>Outreach Program Manager III<br>Waisman Center            |
| 3               | Waisman Center – Other                                 | Cole, Donna<br>Research Program Manager II<br>Waisman Center                |
| 4               | Space Science and Engineering Center –<br>Researchers  | Feltz, Wayne<br>Researcher<br>Space Science and Engineering                 |
| 5               | Space Science and Engineering Center – Other           | Phillips, Jean<br>Senior Special Librarian<br>Space Science and Engineering |
| 6               | Primate Research Center                                | Hoffman, Matthew<br>Special Librarian<br>Primate Center                     |
| 7               | Biotechnology Center and Institute on Aging            | Redman, Cheryl<br>Outreach Specialist<br>Biotechnology Center               |
| 8               | Bock Laboratories, RARC and Aquatic Sciences<br>Center | Reeb, Mary Lou<br>Assistant Director<br>Aquatic Sciences Center             |
| 9               | Kegonsa Research Campus and Arboretum                  | Neumann, Bruce<br>Assistant Researcher<br>Synchrotron Radiation Center      |

10 Administration and UW Press

Simmons, Miriam  
Assistant Dean, Administration

**Appointed – Voting**

District    Member

11            TBD

12            Tanya Cobb, Administrative Program Manager III, Laboratory of Molecular Biology

**Ex Officio – Nonvoting**

Martin Cadwallader, Dean, Graduate School

Julie Karpelena, Assistant Dean, Budget and Personnel Office

**Past Representatives**

Wilton Sanders, Senior Scientist (ex vice chair, 7/02 - 7/04)

Mina Johnson-Glenberg Scientist, Waisman Center (Researchers) (7/02 - 7/04)

John Stott, Kegonsa Research Campus and Arboretum (7/02 - 7/04)

Marcia Douglas, (ex officio, 7/02 - 7/04)

Mark Mulligan, (7/02 - 7/05)

Deborah Faupel (7/02 - 7/05)

Sheila Leary (7/02 - 7/05)

Linda Haskins (7/02 -7/06)

Judy Kingsbury (7/04 - 3/06)

Gary Case (3/05 - 11/05)

Jody Helgeland (7/02 – 10/06)

Michael Anderle (03/06 - 5/07)

Dave Egan (1/06 – 3/07)

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.