

2011-2012

ACADEMIC STAFF STANDING COMMITTEE ANNUAL REPORTS

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COMMUNICATIONS COMMITTEE

Overview of the Committee

The Academic Staff Communications Committee (ASCC) collaborates and consults with Assembly standing committees, ASEC, Assembly Representatives, and academic staff at-large to help guide and facilitate communications amongst these constituencies. A goal is to aid with the effective delivery of communication to internal and external audiences. The committee focuses on and works with a number of communications tools to help foster this process, including web, print, email, video, and public relations. The committee also receives input and feedback, via surveys, from academic staff on various communications strategies and issues that affect academic staff, which in turn is shared amongst academic staff governance groups and other constituencies.

Committee Membership in 2011-2012

Alice Pulvermacher (ENGR) (co-chair), Bob Ash (DoIT), Bob Rettammel (SMPH), Diane Doering (CALS), Jennifer Dykema (L&S), Greg Iaccarino (L&S) (co-chair), Peter Kleppin (University Communications), Mark Lilleleht (International Studies), Sonya Sedivy (EDUC)

Committee Tasks and Accomplishments in 2011-2012

***Review, propose, and respond to issues arising from changes in the academic staff personnel system.**

Due to the approval for the University to redesign the HR System there was a cross-campus set of committees established to inform this process with Academic Staff being represented. The listserves that Communications Committee recommended and proposed a few years ago were used effectively to communicate to academic staff e.g. the use of an "all academic staff email" in addition to other communication mechanisms. By having the ASEC leadership use the listserv individuals were able to be informed, even if they were located in districts that did not have an assembly rep for the academic year.

***Serving as a communication hub in a year of uncertainty. Develop and promote the identity of academic staff.**

Academic Staff Profiles

Engaged student interns who developed and conducted interviews with a small representative sample of Academic Staff. From this profiles were created and reviewed by the Communications Committee. The final profiles were posted on the AS website in an effort to begin to create an awareness of the wide-variety of roles academic staff have on campus.

Showcase Poster Presentation

The Communications Committee decided that the annual cross-campus Showcase Poster session would be a great venue to create and promote the identity of academic staff. The student interns along with the CC planned and designed a poster for the Showcase session. Handouts of the poster were provided and the interns and CC members (Greg Iaccarino and Alice Pulvermacher) engaged in many great discussions at the poster session. A representative from the College of Engineering requested to use the poster for an expose they had later in the spring of 2012 to further promote the identity of AS.

Posting Academic Staff Articles

Communication Committee members searched online and print publications routinely for articles that featured or included academic staff and would provide a link to the Secretary of Academic Staff to post on the AS website newsfeed. Peter Kleppin met with leadership at University Communications to discuss the possibility of having articles tagged with academic staff. This was not approved as it is not a practice they use for other faculty and staff classifications, so they were not comfortable making this exception for AS.

Academic Staff Branding Project

The Communications Committee discussed the AS branding project. Given the University was in the process of completing a complete redesign of the HR System it was determined that developing a brand for academic staff might be premature as it was unclear how the AS classification may change. However, the committee did determine that our efforts would be better spent in focusing on what we do know by doing the activities noted above. By developing profiles, the poster and posting AS articles on the AS website newsfeed we would at least be able to promote our current academic staff. In anticipation of doing a branding project in future years, Greg Iaccarino and Alice Pulvermacher did meet with the University branding "department" and determined that their involvement would be necessary and helpful, when it seems appropriate to move forward with the branding project.

Engagement of Student Interns

The Communications Committee worked with three student interns in the second semester. The interns met weekly to work on CC projects and would attend the monthly CC meetings. By having more than one intern we observed a nice synergy and partnering on activities. They were able to play on each others strengths and thus collectively made significant contributions as mentioned above.

COMPENSATION AND ECONOMIC BENEFITS COMMITTEE

Members:

- As of July 1, 2011: Ana Araujo, Lea Aschenase, Michele Mickelson, Robert Purvis, Dennis Ray (chair) Karen Tusack, Alec Widerski, Eliza Waters, Beth Ann Workmaster
- As of June 30, 2012: Lea Aschenase, Jason Jankoski, Kate Kowalski, Michele Mickelson, Dennis Ray (chair), Karen Tusack (co-chair), Alec Widerski, Beth Ann Workmaster

Report:

The major CEBC project for 2011-2012 was responding to the Academic Staff Executive Committee's (ASEC) request that CEBC review and recommend changes to the communications provided to academic staff receiving a layoff notice. CEBC prepared a report with recommendations for improved general awareness of the layoff process by all academic staff and for specific communications to academic staff receiving a notice. The recommendations included creating a resource document that would be posted on an academic staff web page with possible actions that an academic staff member could take in response to the layoff notice. The responses ranged from appealing the notice to strategies for finding a new job. The report was finalized based on feedback at two meetings with ASEC. Feedback from the Academic Personnel Office was going to be sought by ASEC, particularly regarding the inclusion of a link to the web-based information in the layoff notice letter.

CEBC members joined a range of committees working on the redesign of the UW personnel system and on a new distinguished prefix title procedure. Those committees included:

- Distinguished Prefix Title Committee
- Badger Working Group
- Ad Hoc Committee on the Impact of Budget Repair Bill
- Advisory Committee on Budget Issues, Policies, and Strategies
- UW System Fringe Benefits Advisory Committee
- Personnel System Redesign Compensation Committee

CEBC members participated in the Assembly Representative Orientation in August 2011, the ASEC retreat in August 2011, and the Benefits Fair in October 2011. They also attended a number of ASEC meetings regarding personnel system redesign among other topics.

At its meetings, CEBC met with various academic staff governance leaders, including:

- Heather Daniels, the ASEC Chair, to discuss CEBC's involvement in meeting ASEC's priorities and how personnel issues will be addressed in personnel system development process
- Russell Dimond, Chair, Advisory Committee on Budget Issues, Policies, and Strategies, to discuss ideas for future compensation and ways to support academic staff generally.

CEBC restructured its leadership by adding Karen Tusack as co-chair beginning in the spring semester, and then subsequently voting in June to create an on-going co-chair leadership structure. This will be a shared chair structure with the co-chairs jointly working to fulfill the leadership responsibilities.

CEBC also approved an administrative policies and procedures statement.

DISTRICTING AND REPRESENTATION COMMITTEE

The Districting and Representation Committee is charged with districting all Academic staff on a monthly basis and reviewing election and districting processes and rules to ensure that the academic staff members may exercise their institutional governance rights in the most effective, equitable, and efficient manner. This past two years, we've taken a closer look at how we can make things more efficient. In 2011, we worked with DoIT to test a new service that allows us to populate WiscLists automatically. This makes communication with constituents more efficient, as representatives no longer need to maintain their own email lists from a list of email addresses. This new service fully replaced the old method of sending lists in the Fall of 2011. We continued to fine tune our internal processes this past year to make populating those lists more efficient.

2012 presented it's own set of challenges. The advent of the new HR software, along with the new Human Resources System scheduled to go into effect July 1 of 2013, have both kept us busy. The new software required a different way for us to get our data. We succeeded in the transition due to the heroic efforts of Mark Werner, who went well beyond his responsibilities to ensure a smooth transition. While Mark received recognition from the assembly, I would also like to extend my personal gratitude for his efforts. With the exception of one month during the summer that we did not update our data (which was planned), there was no break in our process. Thanks to Mark.

We are in the midst of a transition of how we do districting as well. The anticipated influx of new academic staff has given us the occasion to examine our own processes. Currently, we determine districts for most new and changed employees by using spreadsheet macros to find a person that closely matches the profile of the new employee. While this method works, it does require some judgment in some cases, and can propagate errors in the districting

process. Therefore, Gene Masters of the DRC is working on creating rule-based districting. We believe this will make the districting process more reliable, and less ambiguous, as well as more efficient. It is our goal to be well positioned to handle the influx of staff when some of the members of current classified staff transition to academic staff. However, during this reworking of our processes, we are suspending modifying districts, as we must have stable districting rules while creating and testing our new districting scheme. We anticipate switching over to our new scheme by the beginning of calendar year 2013. At that point we will revisit current district totals, and once again be able to modify our districting rules to ensure our totals are within the guidelines.

Finally, I must once again acknowledge the efforts of Mark Werner. Mark has continued to work with Gene during this transition period, even though Mark has stepped down from the committee. The transition would no doubt go much less smoothly if it weren't for Mark's tireless efforts - which match his efforts during his many years of service to the committee.

MENTORING COMMITTEE

Membership:

Danny Aerts, Jeff Gehrke, Kristin Haakenson, Julie Klein, Trici Schraeder, Dija Selimi (co-chair), Brenda Spychalla (co-chair), Justin Stolarik, Angie White.

Overview of the Committee

In July of 2011, the Academic Staff Mentoring Committee began its first year as an official standing committee of the Academic Staff Assembly. The committee coordinates the Academic Staff Mentoring Program to promote professional and personal development among academic staff by matching mentor and mentee applicants around interests in administration, advising, assessment, budgeting, grant writing, instruction, management, policy development, research and technical support. The program runs on an annual cycle, supporting matched staff with activities and resources between September and May. It is designed to support both new and continuing academic staff, and encourages participants to develop their own goals for the year.

Committee Accomplishments

Mentor/Mentee Matches: 42

Data from the Spring 2011 application process was downloaded to Excel and incorporated into a Qualtrics Survey that committee members used to review and recommend matches, prior to finalizing matches at a full committee meeting. The co-chairs followed up on special mentoring requests, including recruitment of new members.

Meetings: 4

The full committee met four times during the year on July 8, August 2, December 13, and April 12. Co-chairs met informally, as needed. Co-chairs participated in the Academic Staff Annual Planning Meeting. Dija Selimi was a panelist at the Academic Staff Institute.

Reports: 4

The co-chairs delivered updates at on one ASEC meeting and three Academic Staff Assembly meetings held on October 10, February 13, and May 14.

Events: 2

The committee sponsored a Fall Kick-off event on September 27, 2011 in the Education Building on Bascom Mall. The event included a panel presentation on mentoring, goal planning exercises for matched mentors and mentees, a preview on the Academic Staff Institute and an introduction to the Madison Academic Staff Association. Approximately 70 participants attended. The committee also sponsored an informal close-out social event on May 17, 2012 on the Memorial Union Terrace. Nine participants attended an enjoyed lively conversations and with lake views and favorite beverages.

Surveys: 2

Dija Selimi redesigned the application survey released to academic staff in May for the 2012-2013 program year. The goal was to decrease the time needed to match applicants, by incorporating identical areas of interest for both mentor and mentee applicants. Dija also developed and released a Satisfaction Survey to 2011-2012 participants. Results will be reviewed by the full committee in Fall 2012.

NOMINATING COMMITTEE

Members:

Tom Browne (CALS), Donna Cole, co-chair (Waisman Center), Steve Devoti, co-chair (DoIT), Barbara Gerloff (Education), Lisa Jansen, co-chair (L&S), Will Lipske (ICBE), Consuelo Lopez-Springfield (L&S), Sheila Stoeckel (Libraries), Laura Van Toll (AG&LSC)

- The Nominating Committee (NC) met 11 times during the fiscal year 2011-2012.
 - To recruit Academic Staff members to the candidate pool we:
 - Created “business cards” and distributed at a number of meetings to Academic Staff.
 - Worked with the Secretary of the Academic Staff’s Office to correct previous errors in terms, which in the past have resulted in too few or too many committee terms expiring.
- During the 2011-2012 term, the Nominating Committee identified individuals for appointment to 20 slots left open due to new committee, resignation, retirement or left the UW-Madison:
 - Academic Staff Executive Committee – 4
 - Compensation and Economic Benefits Committee – 3
 - Personnel Policies and Procedures Committee – 1
 - Professional Development and Recognition Committee – 1
 - Area Review Committee: Humanities/Social Sciences – 3
 - Area Review Committee: Physical Sciences/Engineering - 1
 - Campus Transportation – 1
 - Commission on Fraternities and Sororities – 1
 - Library – 1
 - Research Safety and Compliance – 2
 - Retirement Issues – 1
 - Student Hearing Examiners – 1
- The Nominating Committee identified and forwarded the names of 34 candidates for the Academic Staff Assembly standing committee election slate. 9 were current committee members who agreed to run again. 25 were identified using the survey/candidate pool and/or from personal connections and searches.
 - Academic Staff Executive Committee – 7
 - Communications Committee – 6
 - Compensation and Economic Benefits Committee – 5

- Districting and Representation Committee – 3
 - Mentoring Committee - 4
 - Professional Development and Recognition Committee – 6
 - Personnel Policies and Procedures Committee – 4
- The Nominating Committee identified and forwarded the names of 16 candidates for appointment to the Distinguished Prefix Committee and Academic Staff Area Review Committees (ARC) where a term was expiring:
 - Distinguished Prefix Committee – 4
 - Administrative/Student Services Library ARC – 3
 - Biological/Medical Sciences ARC – 3
 - Physical Sciences/Engineering ARC – 3
 - Humanities/Social Studies ARC – 3
- The Nominating Committee identified and forwarded the names of 29 candidates for appointment to campus shared governance committees. 13 were current committee members who agreed to serve again. 16 were identified using the survey/candidate pool and/or from personal connections and searches.
 - Academic Staff Appeals – 4
 - Access and Accommodation in Instruction - 2
 - Archives – 1
 - Athletic Board - 1
 - Campus Diversity and Climate Committee – 2
 - Equity and Diversity Resource Center Advisory - 1
 - Gay, Lesbian, Bisexual and Transgender Issues Committee - 1
 - Health Care Advisory Committee – 1
 - Information Technology Committee – 1
 - Labor Licensing Policy Committee – 1
 - Lakeshore Nature Preserve Committee – 1
 - Lectures – 1
 - Library - 1
 - Retirement Issues Committee – 1
 - Student Misconduct/Student Hearing Examiners – 5
 - Campus Transportation Committee – 1
 - Committee on Undergraduate Recruitment, Admissions and Financial Aid – 1
 - Wisconsin Union Council - 1
 - Committee on Women in the University – 2

PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE

Members:

Jane Terpstra (co-chair), Scott Mellor (co-chair), Colleen Barrett, Alison Rice, Elisabeth Foster, Nola Walker, Curtis Ryals, Bob Agasie, Ralph Grunewald, John Klatt, Danielle Benden, Sandee Seiberlich (partial year)

Committee Meetings

The PDRC committee met monthly beginning in early September of 2011 and ending with a lunch meeting in May of 2012. For copies of the monthly agendas and minutes, please refer to the PDRC file in My WebSpace.

Professional Development Grants

Prior to each award deadline, two information sessions were held at varying locations on campus. The Fall 2011 round of grants considered proposals for activities occurring from January 1 to June 30, 2012. Thirty-eight (38) out of 64 proposals were funded with an average award of \$825 for activities January 1 to June 30, 2012. In Spring 2012, (30) out of 55 proposals were funded with an average award of \$905 for activities July 1 to December 31, 2012. These funds are matched with departmental 101 funds. The funding rates for these rounds were 59% and 55%, respectively, with \$31,353 awarded for Spring 2012 and \$27,155 for Fall 2012. Below is a summary of academic staff PD grant applications and awards:

Title / Type	FY12, Round 1 For Spring 2012			FY12, Round 2 For Fall 2012		
	# of Apps	# of Awards	Award Rate	# of Apps	# of Awards	Award Rate
College of Agriculture & Life Sciences	3	3	100%	7	5	71%
College of Letters & Science	9	5	56%	7	4	57%
College of Engineering				5	0	0%
School of Education	5	3	60%	7	5	71%
School of Medicine & Public Health	19	8	42%	14	5	36%
Law School	1	0	0%	2	2	100%
Graduate School	7	5	71%	5	3	60%
School of Human Ecology	2	2	100%	-	-	-
School of Nursing	1	1	100%	-	-	-
School of Business	-	-	-	-	-	-
School of Vet Med	-	-	-	3	3	100%
Division of Continuing Studies	-	-	-	-	-	-
Division of Information Technology	-	-	-	-	-	-
Services	17	10	59%	5	3	60%
TOTALS	64	37	58%	55	30	55%

Sponsored Program Grants

The PD Sponsored Programs grant is designed to promote cross-campus collaboration and to provide group training opportunities for academic staff since this has been a growing trend in the PD grant requests. Funding requests were considered along with PD grants. As with the individual PD grants, funding guidelines must be met, and half of the costs must be covered by the department hosting the professional development opportunity. The PDRC awarded one PD Sponsored Programs grant for support of academic staff scholarships to attend the 2012 Academic Staff Institute.

Excellence Awards

Each year the PDRC reviews nominations and selects recipients of UW-Madison academic staff excellence awards. The following awards were given to UW-Madison academic staff during a reception hosted by Interim Chancellor Ward at the Fluno Center:

- **Erlin Barnard**, Faculty Associate, Languages and Cultures of Asia
Chancellor's Award for Excellence in Service to the University
- **Susan Knight**, Assistant Faculty Associate & Outreach Specialist, Center for Limnology
Robert and Carol Heideman Award for Excellence in Public Service and Outreach
- **Andrew Lokuta**, Associate Faculty Associate, Department of Neuroscience
Chancellor's Hilldale Award for Excellence in Teaching
- **Nancy McDermott**, Director, Social Science Computing Cooperative
Wisconsin Alumni Association Award for Excellence in Leadership: Individual Level
- **Seth McGee**, Laboratory Manager, Biocore
Martha Casey Award for Dedication to Excellence
- **Sarah Pfattheicher**, Interim Associate Dean, College of Agriculture & Life Sciences
Wisconsin Alumni Association Award for Excellence in Leadership: College Level
- **Christopher Velden**, Senior Scientist, Space Science & Engineering Center
Chancellor's Award for Excellence in Research: Independent Investigator
- **Xiao-Lin Wu**, Computational Geneticist and Associate Researcher, Department of Dairy Science
Chancellor's Award for Excellence in Research: Critical Research Support

Regents Teaching Excellence Award for a Program

The PDRC nominated UW-Madison's **First Year Interest Groups (FIGs) Program** for this award. Led by Greg Smith, Director, the FIGs program received the 2012 Regents Teaching Excellence Award for a Program.

Executive Education Grants

Through the generosity of the School of Business, all academic staff can take Executive Education courses at a 50% tuition rebate. In addition, the School of Business sponsored 5 free courses for 2012. Twenty-one (21) applications were received, with 5 academic staff members receiving awards, a 24% award rate. This rate is a concern as 76% of applicants had to be denied. Those receiving Executive Education Grants for 2012 are as follows:

- Jodi Delagrave, **School of Nursing**
- Stephen Hall, **School of Medicine & Public Health**
- Ebenezer Idowu, **School of Medicine & Public Health**
- Kara McCarty, **Wisconsin Center for Education Research**
- Joseph Webb, **Wisconsin Union**

Additional Funding Request

The PDRC conducted an analysis of funding rates from Fall of 2007 to Spring of 2012. These data confirmed fewer academic staff needs for professional development support are being addressed. From Fall 2007 to Spring 2011, 84% of requests for funding were met; however, in 2011-12, only 57% of requests for funding could be met.

The PDRC wrote a request for additional funding from UW-Madison to support professional development for academic staff. This request included...

- \$20,000/annual funding to support professional development grants
- \$10,000/annual funding to support campus events such as the Academic Staff Institute and Big Learning Event

The PDRC also noted difficulty in comparing research award nominees between scientific and other fields. Thus, the committee also requested funding from UW-Madison to support an additional award category: Chancellor's Award for Excellence in Social Sciences, Arts, and Humanities Research.

- \$5,000/annual funding to support this additional research award

The request was submitted as a memo to the Academic Staff Executive Committee (ASEC). Scott Mellor met with ASEC on January 12, 2012 to formalize this request. ASEC requested a report of the data to support this request. Jane Terpstra and Scott Mellor presented this data summary to ASEC on April 26, 2012. ASEC requested some final edits to the memo which the PDRC completed and subsequently submitted to ASEC in May of 2012. (See Appendix A.)

The PDRC has asked ASEC to take this request for funding to Provost DeLuca for a decision on additional funding. Thus far, the committee has had no response to our request.

Online Application Process

The PDRC agreed to work with the Office of the Secretary of the Academic Staff in designing an online application process for PD grants, Excellence Awards, and Executive Education Awards. Planning meetings were held over the summer of 2011 and DoIT sent a rough draft for review in early fall. The Secretary of the Academic Staff and the PDRC were hoping for a spring 2012 completion of this online system; however, as of this report date, the online application has not been delivered.

PERSONNEL POLICIES AND PROCEDURES COMMITTEE (PPPC)

Members: Melissa Amos-Landsgraf, Mo Noonan Bischof, co-chair, Deborah Brauer, Bruno Browning, co-chair, Jeanne Hendricks, Nancy Krattiger-Ziltener, Marsha Mansfield, Linda Scholl, Rebecca Ryan.

Job Security

The PPPC continued its review of the latest annual job security report, presented on job security at the Academic Staff Institute, and consulted with ASEC on the recommendations with regard to job security in the new HR system. It seems likely that in the new HR system job security will work very differently than it does in the current one. We feel that the changes as we currently understand them will mark an improvement, and look forward to working on this in the year ahead. Job security reports are available at: <http://acstaff.wisc.edu/Employment/default.aspx>

Academic Staff Policies and Procedures (ASPP)

Academic Staff Policies and Procedures (ASPP) The PPPC continued its rolling revision of ASPP, but did not submit changes to the Assembly for approval. We expect to do more extensive work on ASPP in the coming year, in light of the new HR system. ASPP can be found at <http://acstaff.wisc.edu/policies/default.aspx>.

Area Review Committees (ARCs/Indefinite Appointment Review)

In conjunction with the Office of the Secretary of the Academic Staff, PPPC held an orientation session for the Chairs of the ARCs and the Chair of the Distinguished Prefix Review Committee.

Distinguished Prefix Review Committee (DPRC)

Members of the PPPC, in conjunction with members of the CEBC, formed the Distinguished Prefix Guidelines Committee, which rewrote said guidelines in order to make the Distinguished title prefix more widely attainable. The Assembly approved the changes.

Academic Staff Appeals Committee (ASAC)

PPPC participated in a new orientation for members of ASAC, organized by the Office of the Secretary of the Academic Staff.

Consulting

PPPC consulted with ASEC on many aspects of the new HR system. The co-Chairs and other members of the PPPC also consulted with individual members of the academic staff who had personnel policy questions.

APPENDIX

Date: May 28, 2012 (Updated from April 26, 2012 version)

To: Heather Daniels, Chair of the Academic Staff Executive Committee

From: 2011-12 PDRC Committee Co-Chairs (*Jane Terpstra & Scott Mellor*) and Committee Members

RE: Future Funding

At our Professional Development and Recognition Committee (PDRC) meetings, we have discussed goals and objectives for the next fiscal year. We are writing with three recommendations that we believe will directly contribute to ASEC and Academic Staff Assembly efforts to increase professional development opportunities and improve morale for academic staff members:

- (1) We request that UW-Madison administration contribute \$20,000/annually to support future Professional Development grants for campus academic staff.
- (2) We request that UW-Madison administration contribute an additional \$10,000/annually to support campus events such as the Academic Staff Institute and Big Learning Event, in lieu of expending funds from the PD grant allocation.
- (3) We request that UW-Madison administration contribute an additional \$5,000/annually to support two Chancellor's Award for Excellence in Individual Research, one for research in the Sciences and one for research in Social Sciences, Arts, & Humanities.

We currently, have a budget of \$55,000 per annum allocated by the UW-System. The PDRC has experienced an upsurge in funding requests. As a result, our rate of funding has decreased from an average of meeting 84% of funding requested for 2007-08 through 2010-11 to a funding rate of 53.5% for 2011-12 (see attachment for details). We are requesting additional monies be allocated in order to meet this significant upsurge in funding needs.

UW-System has not changed their allocation to UW-Madison in support of professional development grants in nearly 10 years. During that time, rising costs and increased need for professional development support make it difficult to stretch UW-System's annual donation to cover all legitimate requests. We are asking UW-Madison to allocate \$35,000/annually to the Professional Development and Recognition Committee to ensure support for approximately 20-25 additional academic staff professional development grants, to offer support for participation in campus learning events, and to recognize researchers in more units across the university.

We thank you for your consideration and request a decision on additional funding by or before early September as this decision will impact funding available for fall Academic Staff Professional Development grant awards.