UW-Madison Academic Staff Ad Hoc Committee
on Selection of Committee Appointments and Nominations by ASEC

Recommendations and Report

Date: 12/18/15

TO: Academic Staff Executive Committee

FROM: Ad Hoc Committee on Selection of Committee Appointments and Nominations:
                   Jim Rogers, Chair
                   Brady Minter, Backup Chair
                   Tom Browne
                   Tom Durkin
                   Sarah Kuba
                   Robert Newsom
                   Sheila Stoeckel
                   Heather Daniels, ex officio

SUBJECT: ***Recommendations on ASEC Selection of Committee Appointments and
                   Nominations***

In August of 2015, ASEC passed a motion that created *The Ad Hoc Committee on Selection of Committee Appointments/Nominations by ASEC* with the following charge:

• *Develop rubric/criteria/guidelines to be used in the selection of academic staff for committee service using the results of the Priorities Survey as a guide,*

• *Develop verbiage around the rubric/criteria/guidelines that can be used when soliciting nominations for service,*

• *Report back to the Academic Staff Assembly in Fall 2015.*

The committee was first scheduled to meet, and did meet, on 11/23/15, and met subsequently on 11/30/15, 12/7/15, with a final meeting on 12/14/15.

It has been our pleasure working as part of this effective team on this project and we submit the attached recommendation to ASEC for their consideration. The work of the Ad Hoc Committee on Selection of Committee Appointments and Nominations by ASEC is now considered complete.

UW-Madison Academic Staff

Guiding Principles and Criteria for ASEC Selection
of Committee Appointments and Nominations

Revised 12/14/15

Background and Process

The goal is to support a process that creates a fair approach and uniform selection criteria in selecting academic staff to fill open positions on governance committees, search and screen teams, and other appointments made by ASEC. In this regard the following principles be followed:

○ An interest survey or e-mail is sent every year to gauge academic staff interest in committees providing ASEC and Nominating Committee with options for contacting candidates. The pool is expected to be used extensively to ensure interested candidates are known and considered.

○ For Ad Hoc and Search and Screen Committees, an e-mail is sent by ASEC to solicit interest.

○ Members of the Nominating Committee and ASEC will communicate with committee chairs before reaching out to the candidates to gather the chair's useful perspectives of the background of members they are seeking.

○ Broad participation and representation is a high emphasis for Academic Staff committees and this process supports bringing in unique perspective to the committee at hand. Every effort will be made to compose a committee with members from diverse backgrounds based on unit of affiliation, experiences, job title, gender, race/ethnicity, years of employment, etc.

○ A high level of communication to potential candidates and transparency are considered very important in the selection process.

These are the criteria candidates will be evaluated on:

○ Do the candidate's areas of expertise or work experience match what is needed?

○ Did the candidate's statement persuade you that the person would be a good choice for recommendation?

○ Does the candidate have previous shared governance experience?

○ Will the candidate help create a diverse committee (e.g., unit of affiliation, experiences, job title, gender, race/ethnicity, years of employment, etc.)?

○ Does the candidate have the potential to be a strong team member, if known (e.g., participatory, effective, etc.) ?

This process does not apply to nominations forwarded to ASEC by the Nominating Committee, because ASEC is not involved directly in the selection. It is recommended that these guiding principles and criteria be reviewed and updated periodically to further improve the process.

Initially created by Academic Staff Ad Hoc Committee on Nominations and Appointments (12/14/15):
Tom Browne, Tom Durkin, Sarah Kuba, Brady Minter, Robert Newsom, Jim Rogers, Sheila Stoeckel,
and Heather Daniels.

UW-Madison Academic Staff Executive Committee
Questionnaire Template for ASEC Appointments and Nominations

Q12 Thank you for your interest in serving on the Dean of the School of Nursing Search and Screen Committee. Applicants should be familiar with the School of Nursing. Search and Screen Committees at the campus level typically meet 2 hours per week and also require time outside of meetings to review materials, etc. Please note that the time commitment for this committee is not insignificant. The duties for this Search and Screen Committee will likely conclude in late spring semester. Please complete all questions below and submit your response by Wednesday, September 30 at noon.

Direct reports to this position will not be considered for this committee.

Q1 Name

Q2 Email Address

Q14 Preferred Telephone Number

Q4 Academic Staff (Payroll) Title

Q5 School/College/Division

Q7. What is your reporting relationship if any to this position?

Q13 Years on campus as a non-student employee

Q11 Candidates will be evaluated on the following questions:
- Does the candidate's areas of expertise or work experience match what is needed?
- Did the candidate's statement persuade you that the person would be a good choice for recommendation?
- Does the candidate have previous shared governance experience?
- Will the candidate help create a diverse committee (e.g., gender, title, unit, underrepresented, experiences, etc.)?
- Does the candidate have the potential to be a strong team member, if known (e.g., participatory, effective, etc.) ?

Please provide a persuasive statement on how you meet these criteria and why you should be selected as a candidate for the Dean of the School of Nursing Search and Screen Committee. (This should be a narrative summary and not a CV.) (Please note: your response has a maximum length of 2500 characters).

Q12 Thank you for being willing to serve on this Search and Screen Committee. You will be contacted if you are nominated for a position.