

# Annual Report 2006-2007

## CASI Members

Barbara Clayton, Sharon Kahn, Liane Kosaki, Bill Heiss, Victor Macaruso, Ruth Olson, , Gary Sandefur (co-chair), Maggie Sullivan (ex-officio), Belinda Velazquez (co-chair), Sara Ziemendorf

## L&S CASI Meetings :

The L&S CASI meets the first Thursday of every month. We are fortunate to have Dean Gary Sandefu as an active participant in all our meetings.

## Committees :

### Standing Sub-committees on Appointments & Elections :

Ruth Olson, Sharon Kahn and Sara Ziemendorf.

This committee is composed of all departing members and one continuing member. The committee's responsibility is to coordinate the election process, e.g., set timelines; to seek nominations for election to CASI. When there are appointed positions open on the CASI, the committee seeks candidates for the appointments. They are then submitted to the Dean for appointment.

### Sub-committee on visibility :

Victor Macaruso, Ruth Olson, Belinda Velazquez

This committee was created to explore ways to increase our CASI's visibility among academic staff. It also seeks to encourage academic staff to inform us of how we can better meet their needs and on what we need to bring back to our Dean.

### Ad Hoc Committee on Performance Reviews:

Bill Heiss, Sharon Kahn, Sara Ziemendorf, Victor Macaruso, Maggie Sullivan

This committee was created as a result of the survey data gathered from academic staff in the spring of 2006. Survey results highlighted the need for a better understanding of the purpose for conducting performance reviews, the need for clarity of the review process, and documented the wide variation of performance review processes and methods currently used in L&S departments. The committee reviewed many performance review tools adopted by various departments and created a document called: College of Letters and Science Academic Staff Performance Review Procedures . The intent is to encourage more uniformity in the process and better communication between academic staff and supervisors. The committee completed their work in May, 2007, with the creation of a new document that the Dean will share with Chairs and Directors during their meetings. This will also be

distributed to all academic staff in L&S via email and available on the L&S CASI web site.

#### Activities Accomplished

- Posted Survey results on the Web  
Instituted two Listening sessions with the Dean, held once a semester
- Conducted L&S CASI Appointments & Elections
- Created the Document:  
College of Letters & Science Academic Staff Performance Review Procedures  
Activities for 2007-2008
- Participate in the Benefits Fair by having a table and answering questions for academic staff.
- Conduct a Listening Session with the Dean in the fall and the spring.  
Seek questions or topics of concern in advance.
- Sponsor a Brown bag on Promotions and Base Adjustments for academic staff.
- Share the document with Chairs and Directors; and disseminate to academic staff