

# UWRF Academic Staff Council Minutes

Monday, October 15, 2007

University Center, Rush River Room

## Members:

Mark Kinders	Kevin Bertelsen *	McKenna Schumacher
Ellen Schultz	Michael Martin	Travis Tubré
Sarah Egerstrom	(Tom Smisek) Fall Semester Substitute for Brad Gee	Amy Lloyd
Gretchen Link	Jason Neuhaus	

\* Absent      () Substitute

**Call to Order, seating of substitutes:** 2:05 pm

**Approval of Minutes from the September 17, 2007 meeting:** Moved by Lloyd. Seconded by Egerstrom. Unanimously approved.

## Representative's Report (J. Neuhaus):

Collective bargaining has been resolved

Effort grants-federally funded 100% so you cannot participate in other things on campus. 1,400 people at Madison are affected. Audit will be done and people will be advocating that it be 95% funded so individuals have some wiggle room.

Leave policy- talking about colleague coverage (have fellow colleague cover class when individual is unable to).

Academic staff individuals do not use this very often, but feedback needs to be provided to system by October 31. For review, could extend special invitation to long-term teaching academic staff to get their perspective.

Distinguished titles- we have a few people; campuses that use it will provide framework

Leadership conference- will be changed to a professional development conference this year

Ron Singer, our System Rep, would like to sit in on a meeting this year.

## Legislative Update (M. Kinders):

- If no budget there would be a \$2.16 million dollar cut each year. Would a tuition surcharge be imposed to make up some of this? If so, what and for how long?

- The Assembly version of the budget would cut us \$1.4 million each year.

- Governor's proposal to the Conference Committee: meet the cost to continue, pay salary increases, bonding authority for HHP and addition to South Fork Suites would go through, also a \$350,000 lapse four years in a row

Definitions:      Cut = permanent loss of money      Lapse = we would eventually get the money back.

## Special Guest Vice Chancellor Mary Halada to discuss Health Insurance:

Humana and Anthem- hopefully working to include more MN providers

All Blue Cross plans dropped Mayo

Health Fair-Humana, Anthem, and Standard Plan will be represented. Hope ETF will be there as well. Presentations and tables will be in Hagestad Hall.

## Continuing Business: Handbook revision: Section 8, Gretchen Link

Section 8: Promotion to Indefinite Appointment

- Equivalent of tenure and is used as a reward for service
- Currently 12 at UWRF have this type of appointment
- Can be negotiated as part of employment

Group changed language to clarify when indefinite appointments can be awarded (see attached). Moved by Martin. Seconded by Egerstrom. Unanimously approved.

**New Business:** None

**Adjournment:** Motion to adjourn made by Link. Seconded by Schumacher. Meeting adjourned at 3:31pm

# UWRF 8: Promotion to Indefinite Appointment

## 8.1 Promotion to Indefinite Appointment

Promotion to indefinite status is conducted under the provisions of UWS 10.03. A decision on indefinite appointment **for an employee hired into probationary status** must be made not later than the end of the sixth consecutive year of probationary service for both full and part-time persons. A leave of absence shall not constitute a break in continuous service, nor shall it be included in the probationary period. Promotion to indefinite status shall be based on professional merit rather than mere longevity. Criteria for promotion to indefinite status shall be based on professional competency and excellence attained in the responsibilities to which the staff member has been assigned. Criteria for evaluating an academic staff member for promotion to indefinite status shall be determined by the ~~decision-maker(s)~~ **immediate supervisor(s)**. The decision maker must notify a probationary academic staff member, in writing, at least thirty (30) days prior to the review conference at which promotion to indefinite appointment will be considered. The academic staff member may review his or her official personnel file and may submit additional written material as he or she deems relevant prior to the review conference. He or she may also make a personal presentation. The meeting at which the presentation is made shall be closed unless an open meeting is requested by the academic staff member. The recommendation of the ~~decision-maker~~ **immediate supervisor(s)** as to promotion to indefinite appointment shall be forwarded to the Dean, Director or division head within five (5) working days of the conference.

## 8.2 Dean, Director or Division Head's Action on Recommendation for Indefinite Appointment

Upon receipt of the recommendation from the ~~decision-maker~~ **immediate supervisor**, the Dean, Director or division head shall review the personnel file and forward a decision to the Chancellor within ten (10) working days of receipt of the decision maker's recommendation. The Dean, Director or division head may request a personal interview with the ~~decision-maker~~ **immediate supervisor**, academic staff member involved, or both. If the Dean, Director or division head forwards a recommendation for non-promotion to indefinite appointment and this decision results in non-renewal, he or she shall forward a written notification to the Academic Staff Council Chair with a copy to the individual involved within three (3) working days of the recommendation to the Chancellor.

## 8.3 Appeal Process when Non-Promotion Results in Non-renewal

An academic staff member who receives a notice of non-promotion shall be provided with an opportunity to receive, in writing, the reasons for non-promotion. Such a request by the staff member shall be made in writing to the authorized official who signed the letter of non-promotion within five (5) working days of the receipt of the letter of non-promotion. The authorized official shall have five (5) working days in which to provide written response. The academic staff member, within twenty (20) working days of receipt of the letter recommending non-promotion, may request a hearing by the Academic Staff Council. This request shall be made in writing, specifying the reasons for appeal. The Academic Staff Council shall meet within twenty (20) days after receipt of the appeal request. Academic Staff Council members must be disqualified if they participated in the non-renewal decision. On the motion of either party in the case, any additional members of the Academic Staff Council may be disqualified by majority vote of the members for cause. If any Academic Staff Council member(s) is disqualified, the remaining members shall select by majority vote a replacement(s) from among the academic staff. The review of the case shall be limited to whether the decision was based in any significant degree on any factor with material prejudice to the individual:

- (1) improper consideration of qualifications;
- (2) employment practices proscribed by state or federal law; or
- (3) conduct, expression, or beliefs which are constitutionally protected.

The Academic Staff Council shall review the case and forward a recommendation to the Chancellor within thirty (30) days after the initial hearing, with a copy to the Dean, Director or division head, ~~decision-maker~~ **immediate supervisor**, and academic staff member involved. This time limit may be extended by mutual consent of the Academic Staff Council and the academic staff person involved. The Academic Staff Council shall retain jurisdiction during the pendency of the hearing.

## 8.4

**The Chancellor may award an indefinite contract to a fixed term employee as a reward for exceptional service.**



## 2007-08 University of Wisconsin System Council of Academic Staff Representatives

Thursday, October 11, 2007 Meeting Minutes

### Attendees:

Jennifer Brockpahler, UW-Eau Claire  
Sherri Arendt, UW-Green Bay  
Susan Crowley, UW-Madison  
Jon Lenichek, UW-Milwaukee  
Lynn Freeman, UW-Oshkosh  
Mark Marlaire, UW-Parkside  
Scott Ringgenberg, UW-Platteville  
Jason Neuhaus, UW-River Falls  
Mike Pagel, UW-Stevens Point  
Dennis Shaw, UW-Stout  
Donna Dahlvang, UW-Superior  
Michael Cohen, UW-Whitewater  
Dave Carlson, UW Rock County  
Tom Culviner, UW-Extension  
Donna Silver, UW System Administration  
Rebecca Martin, Senior Vice President, UWSA  
Ron Singer, Associate Vice President, UWSA  
Pat Brady, General Counsel, UWSA  
Ed Meachen, Associate Vice President, UWSA  
Freda Harris, Associate Vice President, UWSA  
Todd Bailey, Institutional Planner, UWSA  
Bob Jokisch, Special Assistant, UWSA  
Bill Steffenhagen, UW-Madison (ASPRO President)

### Absent:

Brenda Leahy, UW-LaCrosse

Associate Vice President Ron Singer and Bob Jokisch joined the meeting at 10:30 following a discussion among Academic Staff Representatives.

The meeting began with a presentation by General Counsel Pat Brady on Legal Issues Facing the UW System. Pat began with a review of Chapter 36, which is the legal framework for the UW System. s. 36.09 (4m) of the statutes explains the role of academic staff in the UW System. Pat noted that in addition to the statutes, UW System Administrative Codes (which the Board of Regents adopts), campus policies, Board policies, System Administration policies, and finance and personnel guidelines impact academic staff. There were a number of clarifying questions raised by Academic Staff Reps. The Academic Staff Reps raised the issue that has come up at UW-Madison regarding academic staff on 100% grant funds and whether they can participate in governance. The Academic Staff Reps also asked for further clarification about open meetings law. Pat Brady explained that while the campus academic staff groups are governmental bodies, the academic staff reps are not. Therefore,

there are no notice requirements and the public doesn't have a right to be there. In response to other questions, Pat provided further explanations of both open meetings and open records requirements.

Associate Vice President Ron Singer next had a discussion with the Academic Staff Representatives. The minutes of the September 20 meeting were approved by the Academic Staff Reps with edits to the list of attendees. The Academic Staff Reps then discussed with Ron Singer the issues raised during their separate discussion. Regarding leave reporting, the academic staff reps raised the issue of academic staff being treated the same as faculty under the new proposals.

Ron Singer and Todd Bailey with the Office of Policy Analysis and Research (OPAR) then discussed the Voluntary System of Accountability (VSA) with the Academic Staff Reps. VSA results from an interest in higher education to providing greater accountability. Two national higher education groups, NASULGC and AASCU, are taking the lead in VSA. VSA will provide a web-based portrait that will be uniform for all institutions. Three sets of information would be shown on the template:

- Student and family information
- Student experiences
- Student learning outcomes

President Reilly and Senior Vice President Martin have discussed this with the Chancellors, Provosts, Faculty Reps, and other groups, and are committed to moving forward as a System in participating in this initiative. They plan to bring this to the Board of Regents in November. The Academic Staff Reps raised questions about the tools to be used for measuring learning outcomes. Todd Bailey noted that each institution will be able to choose the assessment tools. In addition, institutions will be able to put more information out there to further explain the assessment data and their student body. Ron Singer encouraged further campus conversations on this project.

Associate Vice President Ed Meachen then discussed the Common Systems Roadmap and the Human Resources System (HRS) project with the Academic Staff Reps. The Common Systems Roadmap is a long range (10 years) look at technology for the UW System. The Roadmap looks at what outcomes we want for students, faculty, and staff, and what new technology we see coming. The Roadmap is a living document that will be reviewed annually. It was presented to the Board of Regents last week.

For the HRS project, Ed Meachen noted that the charter for this project has just been completed and will be posted on-line in a couple weeks. Al Crist and Ed are visiting all UW System institutions, to discuss what is required at each campus and how it will be paid. Ed will provide the Academic Staff Reps with periodic updates and also have updates on the web. In response to a question about adopting new technologies, Ed explained that there is now a well-defined process through the Common Systems Review Group, which has representation from each UW System institution. Ed also discussed how this project will examine business practices to determine the costs and benefits of changes when they conflict with the new HRS system.

Ron Singer then provided further information to the Academic Staff Reps on the distinguished title. He shared a table showing the use of the distinguished title across the UW System, and noted that UW System Administration is developing criteria for the title. The use of this title is within the discretion of the campus. The Academic Staff Reps agreed to share criteria developed with each other.

Associate Vice President Freda Harris shared a summary of information available on the Governor's budget proposal for the Special Session. The Governor's budget proposal provides \$22 million for the Growth Agenda, but \$25 million biennially in lapses (\$12.5 million annually). The tuition cap passed by the Assembly is not included. Costs to continue are fully funded under the Governor's budget and the Compensation Reserve is funded at the same level as Joint Finance. Freda noted that the lapse would certainly slow the Growth Agenda. Freda also noted that this proposal may not pass.

The meeting ended following further discussion among Academic Staff Representatives.