

College of Letters and Science Committee on Academic Staff Issues Five Year Report: 1999-2000 through 2003-2004

Purpose, Composition, and Membership:

Beginning in 1999, CASIs were established in each school or college at UW-Madison. The L&S CASI advises the Dean on the formulation and review of policies and procedures concerning the Academic Staff members of the College. It also advises the Dean on Academic Staff promotional opportunities, participation in department governance, and performance recognition. The committee has both elected and appointed members.

The L&S CASI has consisted of six members; four elected by the Academic Staff of the College and two appointed by the Dean. The elected members consist of two from the instructional area, one from the research area, and one from any other functional area. Appointed members are chosen with an eye to balancing membership (by area, type of appointment, years of service, and demographics). Terms of members of the committee are three years. The Dean serves as Chair of the L&S CASI. During the first several years of the CASI, however, Cathy Middlecamp served as Co-Chair with Dean Phillip Certain. Able administrative support has been provided to the committee by Assistant Dean Margaret Sullivan, who has served as an ex officio member.

The L&S CASI has met on a monthly basis during the academic year. In addition, members of the committee (without the Dean) have usually met informally and unofficially off campus once during each summer to discuss mutual issues and possible future direction.

During the first five years of the L&S CASI's existence, the membership has been as follows:

1999-2000

Laurey Martin-Berg, Distinguished Senior Lecturer, French & Italian
Cathy Middlecamp, Distinguished Faculty Associate, Chemistry
Marilyn Orner, Lecturer, Women's Studies
Claire Rider, Faculty Associate, Mathematics
Wilton Sanders, Senior Scientist, Physics
John Sarff, Associate Scientist, Physics
Margaret Sullivan, L&S Dean's Office (staff, ex officio)
Phillip Certain, Dean and Chair of the committee

2000-2001

Laurey Martin-Berg, Distinguished Senior Lecturer, French & Italian
Cathy Middlecamp, Distinguished Faculty Associate, Chemistry
Claire Rider, Faculty Associate, Mathematics
Wilton Sanders, Senior Scientist, Physics
John Sarff, Associate Scientist, Physics
Belinda Velazquez, Advisor, Cross-College Advising Service
Margaret Sullivan, L&S Dean's Office (staff, ex officio)
Phillip Certain, Dean and Chair of the committee

2001-2002

Bruno Browning, Associate Director, L&S Learning Support Services
James Ferris, Associate Faculty Associate, Communication Arts
Laurey Martin-Berg, Distinguished Senior Lecturer, French & Italian
Cathy Middlecamp, Distinguished Faculty Associate, Chemistry
John Sarff, Associate Scientist, Physics
Belinda Velazquez, Advisor, Cross-College Advising Service
Margaret Sullivan, L&S Dean's Office (staff, ex officio)
Phillip Certain, Dean and Chair of the committee

2002-2003

Bruno Browning, Associate Director, L&S Learning Support Services
James Ferris, Associate Faculty Associate, Communication Arts
Laurey Martin-Berg, Distinguished Senior Lecturer, French & Italian
Cathy Middlecamp, Distinguished Faculty Associate, Chemistry
Jeffrey Petersen, Associate Director, Center for Demography and Ecology
Tori Richardson, Assistant Dean, Student Academic Affairs
Margaret Sullivan, L&S Dean's Office (staff, ex officio)
Phillip Certain, Dean and Chair of the committee

2003-2004

Barbara Arnold, Senior Advisor, School of Library and Information Studies
Bruno Browning, Associate Director, L&S Learning Support Services
Gery Essenmacher, Faculty Associate, Chemistry
James Ferris, Associate Faculty Associate, Communication Arts
Jeffrey Petersen, Associate Director, Center for Demography and Ecology
Tori Richardson, Assistant Dean, Student Academic Affairs
Margaret Sullivan, L&S Dean's Office (staff, ex officio)
Phillip Certain, Dean and Chair of the committee

Issues and Activities of the L&S CASI:

- **Information Sharing:** An informational website was developed to share information with L&S academic staff members and among members of the committee. Brown bag discussions were organized on issues of professional development. On an annual basis, a representative of the L&S CASI has attended brown bag sessions hosted by ASEC at which CASI representatives from across campus share information about their various activities and challenges.
- **Academic Staff Professorial Titles:** Establishment of an academic staff professorial title series was considered and ultimately won the approval of the Dean. Establishing these titles was deemed to be a more accurate description of the work performed by academic staff members and was advantageous in allowing UW academic staff to compete for grants. During 2002-03, the CASI completed and promulgated a document defining L&S policy in regard to the use of professional titles by members of the Academic Staff. This was ultimately approved by Dean Certain and became college policy.
- **Academic Staff Role in Departmental Governance:** Discussions were held on what might

be the appropriate role for academic staff, and what steps could be taken to achieve that role. The committee determined that there are significant differences in the roles that academic staff currently play in different departments across the College. A survey was conducted during 2000-2001 to determine the extent of governance participation.

- Academic Staff Merit Reviews: Policies regarding merit reviews for Academic Staff - and even the existence of such policies has been a frequent topic in CASI discussions. Policies vary widely around the College. While circumstances around the College vary so much that it seems unlikely that a uniform policy would be useful, we continue to search for ways to improve the situation so that staff members can benefit from regular performance reviews.
- Academic Staff Professional Development and Recognition: The CASI gathered resource material and explored some of the constraints that limit academic staff members' ability to take advantage of available programs. The Dean expanded the scope and mission of the L&S Professional Development and Recognition Committee during 2000-01. As newly constituted, this committee took a more active role in soliciting applications for the Academic Staff Professional Development Grants Program, mentoring academic staff in the application process, reviewing the proposals and ranking them in priority order, and encouraging departmental nominations for campus-level awards. In the Fall of 2001 the Dean made available a series of excellence awards for academic staff in the College. The L&S PDRC developed categories and criteria for the awards and the CASI provided input to that process. In subsequent years the L&S PDRC made recommendations of award winners to the Dean and participated in awards receptions.
- Statement on Academic Staff Governance Activities: A statement was drafted by the CASI dealing with the importance of Academic Staff in the University. It reads: "Academic staff are hired by a department or unit for specific tasks relating to research, teaching or service. For example, these tasks include carrying out the work of a grant, lecturing in a course, advising undergraduates, or helping students better develop academic skills. At the same time, all academic staff members are part of the academic community at UW-Madison - specifically, they are part of the College of Letters & Science and of wider campus initiatives. Their input and efforts are needed on College committees and initiatives, university-wide committees, mentoring programs for students and staff, and to serve as elected representatives to the governance process. These efforts benefit everybody - students, academic staff, faculty, administrators and classified staff.- as well as benefiting the individual who is contributing. They also lead to a more informed workplace."
- Advice to the Dean on Appointments: The CASI has been responsible for making recommendations to the Dean about membership in various committees within the college (CASI itself, PDRC, APC, etc.)
- Budget Cuts: During the fall and winter of 2002, considerable time was spent in CASI meetings with Dean Certain discussing the changing status of the budget situation, background on how the state got into a structural deficit situation, and the possible implications for Academic Staff of impending budget cuts.
- Academic Staff Job Security: The CASI has been involved in an ongoing effort to encourage, where appropriate, departments to make more use of rolling-horizon and

indefinite appointments for their Academic Staff members. This has resulted in annual improvements and follow through by Dean's Office staff to require consideration of permanent Academic Staff for these longer term appointments. Maggie Sullivan has reported to the CASI on a regular basis on progress in this area.

- Campus Climate: The Dean has consulted with the CASI on issues of campus climate, and how Academic Staff in the College are affected by - and participate in - campus climate. This was part of a larger campus climate discussion initiated by the Provost.
- Workload and Teaching Loads for Academic Staff: The CASI was asked by a member of the instructional staff in the foreign languages to examine the difference in teaching load (typical percentage of appointment per course) of staff in the foreign languages compared to Staff in other areas, including non-foreign language departments in the Humanities. The typical percentage of appointment in the foreign languages is 33% per course (3/3 load for full-time staff); elsewhere it ranges from 40-50% per course (2/3 or 2/2 load for full-time). The Dean asked the Department of French and Italian to serve as a test case and propose a model by which the teaching load some or all of its academic staff could be standardized. Recommendations were made by French and Italian regarding this issue in 2001, but this issue remains unresolved.
- Salary Caps for Category A Academic Staff: Merit raises for some of the most meritorious Category A Academic Staff in the College are constrained to receiving average merit increases year after year due to their being at or near the top of their pay ranges. We discussed the issue and met with Steve Lund, Director of the Academic Personnel Office during 2002-03 to learn more about it. As with many other issues discussed that year, the consensus was that the existing fiscal climate precluded addressing this issue that year.
- Administrative Transition: The CASI held discussions with Dean Certain pertaining to his retirement and how the committee might be of use to the incoming Dean and his/her transition into the job.