

UW School of Pharmacy
COMMITTEE ON ACADEMIC STAFF ISSUES
Annual Report for 2007-2008

Chris Spencer (chair) (Inst/Ad; to 9/2008); Robert Moore (Res; to 9/2009); Beth Rosen (Inst/Ad; to 9/2008); Thomas Stringfellow (Res; to 9/2008); Dale Wilson (Res; to 9/2008); Amy Zwaska (Inst/Ad; to 9/2009), Jeanette Roberts, *ex officio*

For 2007-2008, the Committee on Academic Staff Issues (CASI) is charged to:

1. Represent School of Pharmacy (SOP) academic staff members and make recommendations to the Dean about the development of policies and procedures concerning academic staff, including personnel matters; in the development of opportunities for participation by academic staff members in division/unit and School governance and committee work; in the development of opportunities for recognition of contributions by academic staff members to the mission and strategic priorities of the School; and in the development of mentoring and professional development programs for SOP academic staff.

- The CASI was asked by Dean Roberts to review and comment on the Organization and Governance document. Suggestions by CASI members included the inclusion of additional language to specifically address academic staff in the document.
- The CASI discussed the importance of informing academic staff about professional development grants that are available. Members are currently working on a procedure to do this.
- CASI members discussed bringing forth a recommendation to make the Professional Development and Recognition Committee a campus-wide resource for academic staff use.
- The CASI also discussed initiating a process of annually identifying an academic staff member for nomination of campus-level award(s).

2. Discuss and make recommendations to the Dean about improvements to the academic staff evaluation system and ideas for School-level award(s) for academic staff.

- CASI members discussed the personnel review process. An online survey tool was developed and will be launched in July 2008 to gain input from academic staff members on the process. Additionally the committee is currently working on recommendations on how the results from the personnel review are used; policies and procedures for promotion, demotion, dismissal and other career actions.
- Inviting a representative from the Academic Personnel Office to make a presentation on promotion and advancement procedures and opportunities to the School was also discussed at a CASI meeting.

3. Develop a “welcome letter” for new academic staff members of the School introducing them to CASI and its activities and a routine process/timing to be followed for delivering the letter.

- A “welcome letter” was developed for new SoP academic staff members.
- Members also discussed a time-line for a follow-up personal introduction “ambassador” to meet with new academic staff and introduce them to the SoP CASI.

4. Continue the development of the CASI website to enhance communication and to disseminate information important to the academic staff. In particular, create a process for gathering and listing information about academic staff professional development opportunities.

- Improvements and maintenance of the CASI website is a continual process (<http://www.pharmacy.wisc.edu/casi/>) that was worked on this year.
- The committee performed a presentation and review of the website.

5. Identify a liaison to the University-level CASI and integrate meaningfully with that group.
 - Amy Zwaska was selected to continue in the role of a University liaison. Amy is a member of the Academic Staff Assembly and routinely reports at CASI meetings on academic staff issues at the University level.
6. Discuss mechanisms to understand who represents School academic staff at the UW Academic Staff Assembly and how to ensure consistent, uniform and timely information sharing.
 - School of Pharmacy academic staff members are represented by at least four different Academic Staff Assembly members. The amount of information elected representatives provide to constituents varies widely from routinely to not at all. Little has been done with regard to ensuring that information is consistent, uniform, and timely other than providing informational links on the CASI website and including this topic in CASI discussions. Consequently there is substantial room for improvement in this area.
7. Review opportunities for participation in University governance and develop a mechanism to notify and encourage participation in University-level committees.
 - In regard to notifying and encouraging participation in University-level committees, little has been done to communicate this information to academic staff other than providing some informational links on the CASI website and including this topic in CASI discussions. Consequently, there is substantial room for improvement in this area.
8. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions and recommendations and submit to the Dean on an ongoing basis. In addition, provide a short, written report to the Dean by June 30 2008 summarizing the year's activities of the Committee and how the activities support the mission and strategic priorities of the School. These documents will be posted, as appropriate, on the developing SOP Committee Activities webpage to keep the School informed.
 - Agendas and detailed minutes are posted on the CASI website.
 - This report fulfills the requirement for an annual report.
9. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2008 Faculty/Staff meeting.
 - The CASI has not yet found a need to request faculty discussion or action on any specific issue.
 - The CASI Chair will be happy to give a verbal report if requested.

APPENDIX

- A. Web-based CASI survey questions regarding current academic staff employee performance appraisal form and procedures

- B. Welcome Letter to new SoP Academic Staff members from CASI

A. Web-based Survey on Employee Evaluations for School of Pharmacy Academic Staff

Dear SoP Academic Staff member:

Academic staff members have in the past voiced questions, suggestions, and concerns regarding the SoP's performance review process for employees. Based upon this information, our Committee on Academic Staff Issues (CASI) is asking for your assistance in our efforts to help make the periodic Employee Evaluation a more valuable and productive experience, and we ask that you please take time to complete this survey. At the end of this survey is an opportunity for you to include as much additional commentary as you may desire; please feel free to do so. All survey responses are collected anonymously; only CASI members will have access to the data for summary purposes.

This link to the current School of Pharmacy "[Employee Performance Appraisal](https://websurvey.wisc.edu/survey/TakeSurvey.asp?EID=52MB71429B8LJB922999B326BK7omJB472)" form will open the document in a separate browser window for your review.

<https://websurvey.wisc.edu/survey/TakeSurvey.asp?EID=52MB71429B8LJB922999B326BK7omJB472>

We thank you in advance for your participation. — Your SoP CASI members

Survey Questions

1. Have you been in your SoP academic staff position for more than 1 year?

[yes | no]

2. In what year was your most recent evaluation completed?

[2008 | 2007 | 2006 | 2005 | pre-2005 | Never]

3. Comments

4. Was your most recent evaluation done in a timely manner (was it completed by the date requested)?

[Yes | No]

5. Comments

6. How was your evaluation conducted?

[Completed with supervisor | Completed by supervisor and then discussed with me | Other (please describe in comments below)]

7. Comments

8. Did you receive a blank copy of the evaluation form before your review?

[Yes | No | Don't remember]

9. Comments

10. In what manner, if any, did you participate in your evaluation?

[**Proactively** | **Actively** | **Marginally** | **Not at all**]

11. Comments

12. Do you feel you were evaluated fairly?

[**Yes** | **No** | **Do not know**]

13. Comments

14. Did your evaluation provide you with any valuable or useful information?

[**Yes** | **No** | **Do not know**]

15. Comments

16. Over the past 2 years, have your evaluations been done on a regular basis?

[**Yes** | **No**]

17. Comments

18. How satisfied are you with the evaluation process used within the last 2 years?

[**Very satisfied** | **Satisfied** | **Unsatisfied** | **Very unsatisfied**]

19. Comments

20. For your particular position, what do you think would be a reasonable frequency of evaluation?

[**Semi-annually** | **Annually** | **Bi-annually** | **Never**]

21. Comments

22. How useful of a tool do you find the current Annual Employee Evaluation?

[**Very useful** | **Useful** | **Useless**]

23. Comments

24. What modifications, if any, would you suggest to improve the current employee evaluation form?

[**Comment Box**]

25. How do you feel about the normative ratings? Please comment on relevance of categories, the 1–5 scale that is used, ease/difficulty of filling it out, etc.

[**Comment Box**]

26. Have you participated in employee evaluations that you thought were effective? If so, please comment on any aspect of the evaluation that was particularly helpful.

[Yes | No]

27. Comments

28. Would you like to see a self-evaluation component?

[Yes | No | Do not know]

29. How would you like to see this implemented, and what major elements would you like to see addressed?

[Comment Box]

30. Please make any additional comments, suggestions, etc.

[Comment Box]

Note: This document is a facsimile of the actual web-based survey initiated 8 July 2008; it accurately represents the survey's content and logical structure, although not its markup and interactive nature.

Submitted by Tom Stringfellow, 28 January 2009.

B. Welcome letter from CASI

Dear _____:

Welcome to the School of Pharmacy and the academic staff community! We would like to take this opportunity to introduce you to the School of Pharmacy Committee on Academic Staff Issues (CASI) and to provide you with an overview of the information and services that the CASI offers.

The School of Pharmacy (SoP) academic staff consists of approximately fifty people who represent a wide range of professional roles including scientists, lecturers, information technology consultants, student and academic affairs staff, and beyond. The School's CASI membership reflects this diversity with four elected members, two of which represent the research "district," two of which represent the administrative/instructional "district," and two additional members which are appointed at large by the Dean. The Dean serves on the CASI as an ex-officio member. The charge of CASI comes from the Dean annually, however, the consistent and ongoing core of the CASI role is to identify and advise the Dean on issues concerning the academic staff.

Information regarding the SoP CASI and its services and links to important university information pertaining to academic staff can be accessed at www.pharmacy.wisc.edu/casi. This site also contains a list of current CASI members and a list of School of Pharmacy academic staff. The CASI extends an open invitation to all academic staff to attend and participate in its meetings which are announced via email. Should you have any questions or concerns, please feel free to contact any CASI member. Please refer to the following link which lists our current CASI members along with their contact information:
www.pharmacy.wisc.edu/casi/members.cfm.

Again, we welcome you to the School of Pharmacy and its academic staff community. We wish you the best in your career pursuits here and hope the CASI can serve you in some way in your future years of service to UW-Madison.

Sincerely,