

**UW SCHOOL OF PHARMACY
ACADEMIC STAFF ISSUES (CASI)
2012-2013**

Committee Members

Jeremy Altschaf (Inst/Ad; to 9/2013)
Gary Girdaukas (Res; to 9/2014)
Scott Rajski (Res; 1/2011 to 9/2013)-chair
Anne Schuelke (Res; to 9/2013)
Diane Stojanovich (Res; to 9/2014)
Dale Wilson (Res; to 9/2013)

Resource People

Jeanette Roberts, *ex officio*
Rosa Garner, Resource Person

For 2012-2013, CASI faced seven charges as noted below. Steps taken towards meeting these charges are indicated in *italicized blue* text following each specific charge.

1. Represent 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.

Much discussion has occurred during the past couple years' CASI meetings with respect to poor staff responses in the 2010 AACP Survey regarding two core topics (performance review; professional development). Another common comment previously discussed by CASI was that the School's annual performance appraisal form does not adequately fit for the myriad of academic and classified staff roles represented at the SoP. In response to these discussions, CASI, Anne S. in particular, with the help of Lauren Krzywda, SoP HR, has extensively revamped SoP performance reviews to be more sensitive to the needs of SoP staff. Additionally, Lauren has continued the practice, started ~1.5 years ago (after collaborations with Beth Rosen) of issuing "welcome letters" to new SoP staff which outline with greater certainty the expectations for both employer and employee starting with their first day of employment. It remains an issue of debate as to how best to present to faculty the issue of things like specific salary and vacation time allotments in such a way that most, if not all, SoP staff working in the research sector have comparable and just compensations. This topic remains at the forefront of concerns for CASI and we envision the situation will continue to evolve.

In addition, CASI has begun a dialog with Don Schutt, Office of Human Resources, to begin annual (possibly more frequent) workshops to be held in the SoP whose focus will be "professional development opportunities."

2. Review operation of CASI, including interest level and participation; review and, if appropriate, revise by-laws to increase effectiveness.

After much discussion of its by-laws, the consensus of the CASI Committee was to modify two of the stated responsibilities of the committee. The change was finalized August 14, 2012 and is now in place. The changes to responsibility 4 and addition of responsibility 6, respectively are shown below in red and underlined; both changes aim to improve climate within the school and a sense of professional development possibilities (in response partly to charge 1 above).

Responsibility 4: Developing opportunities for participation of academic staff members in division/department and unit governance as well as providing opportunities for SoP staff members to benefit from professional

development opportunities.

Responsibility 6: Supporting initiatives aimed at promoting and maintaining harmonious relationships for all SoP community members.

3. Check-in regarding implementation of new HR system (e.g.-gather comments from staff)

As of the most recent CASI meeting and the writing of this report the new HR system has not yet been implemented. This information was further supported by communication from Paul Hutson, SoP representative to the Academic Staff Executive Committee (ASEC), through his presentation at the May CASI meeting. Hutson was invited to the meeting to provide perspective on ASEC meetings.

4. Meet with the Student/Staff/Faculty Relations Committee and make recommendations to the Dean about climate issues impacting academic staff.

CASI is now instituting “open” meetings in which CASI meetings are free to be attended by any and all staff—including non-academic staff. By doing this we hope to open up a direct line of communication between the Dean and the staff community within SoP. During the course of the past school year when the search for a new Dean was taking place, CASI held a “town hall” style meeting with as many staff as could attend in which the strengths and weakness of each dean candidate were shared and thoroughly discussed. From this meeting, comments were summarized for each candidate, forwarded to Bascom Hall, and those involved in issuing job offers to a putative “new Dean.” This was a particularly rewarding experience in that it brought together many staff within the school and permitted everybody a voice in the process of providing staff feedback about each candidate to the search/hiring committee. It should also be noted that this was in addition to meetings with each dean candidate by representatives of CASI in what could be viewed as “closed sessions.” The “town hall” meeting was held, in part, to be responsive to those staff members who felt they might not get a say in who became a new dean. This was a highly effective way to provide information about candidates that most represented the wishes of SoP staff. We intend to take a similar approach of information seeking and exchange of ideas if/when a new dean search is repeated in the near future.

It is noteworthy that the ways in which CASI members interface with others in the community is through social interactions spearheaded by CASI. This year marked the 2nd annual Coffee Barista visit from Steep and Brew and served as a great time. CASI continues to brainstorm ideas for social outings that would appeal to SoP staff. These include at present, “thirsty third Thursdays at the Pyle center,” attendance at a Mallards game, and assorted more spontaneous trips to Memorial Union. CASI remains committed to helping to maintain and improve the climate within the SoP and these ideas represent just a small set of possibilities.

5. Maintain a relationship with the University-level Academic Staff Assembly and integrate meaningfully with that group.

In addition to including Paul Hutson, SoP rep to the university ASEC, at our CASI meetings, Jeremy Altschafli was elected to serve as CASI’s rep to the same committee. Between Hutson and Altschafli, we expect to be kept in the loop regarding the work of ASEC.

6. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2013 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 (<http://pharmacy.wisc.edu/casi>) to keep the School informed.

Agendas and minutes for all CASI meetings were maintained and can be found on the SoP CASI website at (<http://www.pharmacy.wisc.edu/casi>). This document serves as a summary of the year’s activities of the Committee.

7. 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 2013 Faculty/Staff meeting.

A major challenge of the SoP CASI is to attract interest from members of the School's research community in participating as regular members—as seen in this spring's struggle for collection of nominees. Most recently CASI has taken it upon itself to start identifying candidates for future CASI service, investigating their enthusiasm levels and then forwarding names to the dean for ultimate consideration and potential election or appointment. Note that this change in how CASI views membership turnover also supports CASI charge #2.