Approved by ASA- 12/01/2021

Minutes: November 10, 2021 (12:30-1:45)

Present	Jessica Berge, Cody Busch, Susan Chandler, Nina Denis, Ciera Edwards, Patricia Fragola, Michael Gorman, Christine Hoover, Brenda Johansen, Becky Jones, Rick Pues, Huckleberry Rahr, David Reinhart, Terry Tumbarello, JP Villavicencio, Jessica Walz, Abbie Windsor
Excused	None
Priority Business	• Meeting called to order at 12:31 p.m. • Review/Approval of October 27, 2021 Minutes- Motion Nina Denis, Second Patty Fragola. No discussion – passed unanimously.

Chair's Report	• Getting a lot of questions about the email/net ID process: Terry announced previously a meeting set with Elena Pokot in ICIT- it's been rescheduled for tomorrow morning.
	 • Recent conversation with Provost re: Purple Book process, which also covers the Personnel Rules and the promotions process in general- there's a wide intersection here, and we are seeking synergy between the processes in order to align them. Terry's summary of the meeting is that for instructional academic staff, there is NO purple book requirement- it is a tool (not a physical tool) used to compile information around promotions.
	     ○ Huckleberry notes that in the Math Department, a very structured, very specific tool titled the Purple Book has been used and required.
	     ○ Terry notes that it is very clear that different departments have been using different processes, but the Provost made it very clear that it is not required for instructional academic staff- only what is required in the promotional process.
	     ○ Christine notes that the Provost's concern is that the Purple Book contains materials NOT related to academic staff, even for review purposes- it is requiring a tracking of activities that are not related to the academic staff positions. AS should focus on the promotions process only, and Christine noted that we challenge the Provost to work with Departments to clarify this.
	     ○ Patty notes that we need to move toward consistency.
	     ○ Michael notes in the chat that when Rock merged, they were told that purple book requirements were set at department level rather than university level.
	     ○ David notes that with the process still in flux, it would be advisable to move deadlines from December to January.
	 • TTC process- any day this week, all staff should be receiving emails announcing TTC title, business title (if different)- the email template is being finalized now. The appeals process is close to being finalized- there are just a few details being streamlined, so this should come out shortly- Terry hopes sometime next week. There will be an appeal process window, and a hard deadline for completion, sometime around the end of the academic year.

	• Salary ranges were released by system – can be found at https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/salary-structure/ • Campus is preparing for an Office 365 transition. This may mean many things, but Terry wants to point out that this means everyone's email quota will move to 100GB (or possibly 50 if less than full-time). Conversion has begun with students- employees will go next, and will be completed in groups in order to minimize impact. ICIT noted that they will create a transition schedule and will share it. • Terry continues to thank everyone for their incredible work and for the enormous accomplishments. This hard work is in the best interest of our constituency, and it takes a village.
Vice-Chair's Report	(none)
Communications Director's Report	(none)
Faculty Senate Liaison's Report	(none)
Old Business	(none)

Actionable Items:	• Instructional Academic Staff Promotions process: Sue Chandler provided a link to the current Promotions process and then discussed the changes to the documents from last ASA meeting. A note that while the deadline is soon (12/6/21), the committee was unsure if it could be changed at the committee level or required a full membership vote. (Note- not in by-laws, was only published on web)
	     o David notes a concern that with the process being up in the air and being reviewed, and would like to consider bumping the deadline to the end of December. Sue is concerned that the by-laws may state otherwise. Terry notes that the Provost wants to make sure that all Department Chairs have an opportunity to weigh in on this.
	     o David wants to clarify that the process being approved is a slimmed-down version- there are no new pieces being required of promotions applicants, only things that have historically already been required- and that if they have their chair's recommendation and information on their teaching, they will be ready to submit. David also asks whether the information from all 3 previous years is required? Sue notes that this is required, but it has always been required. Instead, the changes are focused mostly on limiting and specifying the requirements.
	     o Motion to approve the process as presented by Sue Chandler made by Rick Pues, seconded by David Reinhart. Roll call vote- all present vote aye except Mike Gorman who abstains, noting that his

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abstention is due to a perception that the College of Integrated Studies academic staff members are not able to participate in this promotions system, "so it's hard to approve or disapprove of a system we aren't a part of", and JP Villavicencio who was absent at the time of the vote. Motion Passes.

- Discussion on the deadlines for promotion application- group agrees that it would be ideal if deadlines could be extended at least until December 15. Sue notes that this still allows people to add in Dean/Chair letters up until January.
- Patty notes that Mike threw into the chat his reason for abstention being that Rock staff do not have the opportunity to use this system. It is Patty and the Personnel Rules group's hopes that this process should bring Rock into line with this- there is currently no official exclusion of Rock staff in this, there just seems to be a lack of clarity. Patty hopes that once it is clear that Rock staff are specifically included, they will be brought in line with the remainder of Rock staff.
- Terry notes that along with the exclusion of Rock instructional academic staff, the promotions process also only applies to instructional staff, which excludes more than half of Academic Staff- who do not have a promotion process available to them beyond applying for a new position. Terry notes that System has pieces in place that could make this possible.
- Shared Governance joint resolution on Employee Tuition Reimbursement Program **(see Appendix A)**
  - ○ Terry notes that this is not an approval or creation of a policy- this is a resolution asking the administration to reinstate a benefit- there is not a need for every single "what-if" situation to be addressed. This is a request that administration reinstate a benefit. Terry also notes that this is one of the first times in his memory that there has been a truly shared resolution between governance groups, rather than a resolution by one and a variety of supports from the others.
  - ○ (Note for the good of all that David Reinhart has an adorable dog)
  - ○ Nathan asks and Terry clarifies that the current request is solely for internal tuition- there are plans for the future that would expand this to beyond UW-Whitewater, but the current resolution addresses only UW-Whitewater courses as an intentional first step.
  - ○ Huckleberry notes that when she began (back in 2011-2012), she was able to take courses at Washington State and be reimbursed at about 75%.
  - ○ Terry notes that it is his understanding that this benefit was suspended pre-pandemic due to enrollment issues, and that part of the reason for the proposal to bring back internal tuition reimbursement was that it could be structured as fairly cost-neutral.
  - ○ JP questions the reasoning behind limiting enrollment only to one week prior to semester start, as that seems to create a lot of hurdles

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for the employee. Terry responds that this is to allow the university to determine where the seats are available in the class in order to make sure that no revenue-creating seats are taken.

- JP notes that he is concerned that in practice, there would need to be a very tight timeline for approval in order to make this work, and Terry acknowledges that this is an area where practice is going to need to be worked out, but reiterates that this resolution is not policy- only a request to reinstate practice.
- Patty notes that she understands the motivation, but is also concerned that this will also dictate policy, because if we are only saying that this applies where seats are available, then we are indirectly limiting the direction in which an employee can choose to pursue their education. Terry agrees.
- Nathan notes that there is already a system policy on reimbursement that is then articulated on campus by local policies, and that he worries that something like this being such a detailed document could set policy permanently rather than temporarily, and notes that it may be better to just pass something that says "reinstating previous policy" as a one-line resolution.
- Patty adds that this is one reason why it is so difficult to pass a truly shared resolution- if ASA were to strike a clause, then we would end with each governance group passing an individual document.
- Brenda agrees with Patty that this does exclude employees from specific programs, especially those with limited cohort and waiting lists which would never allow for an employee to be reimbursed under this program. Brenda also notes that for this first step, making it cost-neutral is very important, and that the assembly should make sure that as a body it has already lined up and created a next step for advocacy, as it is important not to celebrate any sort of victory here and then drop the topic. Terry agrees that all governance groups agree that this is only a first step and that it does not seem likely that steam will be lost in the process.
- Christine notes that her recollection of a Cabinet meeting was that Cabinet's first question was how to ensure that seats are not being taken away from revenue-generating students. In a time of declining enrollment, the concern is going to continue to be keeping this cost-neutral as a first step.
- Abbie notes that it is important to separate out policy and procedure- there are many current policies that incorporate procedures directly, which is a method that can cause many difficulties. Abbie recommends that we advocate for policy only- anything relating to enrollment on a campus level is a university procedure.

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	o Terry notes that we should request that all four governance groups have a representative on a committee to implement this policy going forward, as a next step to ensure that we remain at the table. o Patty agrees and hopes that administration would do it on their own. But she is still concerned that if we have a resolution that telegraphs process, it may be difficult to do what we want, regardless of whether we have a seat at the table. o David notes that it sounds like the majority want this, and that the disappointment here is that we also want to do more than this. He proposes that rather than cluttering up what seems like it could be a unanimous proposal, we could add some sort of addendum. Terry believes that if we add something to this, he would want to go back to individual governance groups and have it re-considered. o Brenda notes that she likes this proposal better than no proposal, and that as long as we continue to represent to our constituencies that we are not done here, then we seem to be in a better place than when we started. o Motion to approve the resolution for the employee tuition reimbursement program- David moves, Sue seconds. Roll call vote is unanimous (Ciera Edwards absent). Motion passes.
Academic Staff Committee Reports	• Awards – Annie LaValley reports that criteria have been reviewed. Formal change recommendations sent to provost this week, and initial calls for applications will go out in December. • Elections & Balloting – no update • Outreach- Christine thanks people for coming to the social last week- 26 people came by throughout the time, with representation from a wide range of campus areas. Specifically thank you to Terry and Abbie and Jeff and Rick for sticking around and chatting and engaging new attendees. Several individuals hired during the pandemic were able to have their first opportunity to socialize in person outside of their department! Look for more socials in the future. • Professional Development- currently paused (no funding) • Promotions- nothing further • Review- no report • Title Appeals- no report • Titling (Tumbarello/Fragola)- Patty notes that mapped titles are available in your time sheet in HRS. • Ad Hoc: By-Laws- Meeting this Friday to begin to focus on electronic business conduct to represent current practice, as well as constituencies. • Ad-Hoc: Personnel Rules- Patty notes that the committee is deep into reading the rules- and it is heavy stuff. Committee will meet again at the end of November.

Other Business	• Patty- University Technology Committee yesterday- large part revolved around the Office 365 rollout. Other notes are that staff may begin next Wednesday, and that the transition for each mailbox should be 15-30 minutes, and the expectation is that there will be no pause in access. Shared emails should also see no impact during the transition.
	• Terry shares that the leadership meeting today noted that campus has made the decision to pause the VC for Admin Affairs search, as the overall pool was not large enough. Campus is currently considering involving a search firm and extending the deadline. All current applicants have been notified.
	• Terry shares that the Veterans Services Committee role has been filled by Annie LaValley, and Cole Kallio-Crotteau has agreed to serve on the Landscape Committee.
Meeting Adjournment	Meeting Adjourned at 1:44 p.m.

Presented to ASA by Terry Tumbarello Motion to approve resolution by David Reinhart, second Susan Chandler. Roll call vote is unanimous (Ciera Edwards absent). Resolution passed.

Policy Proposal Resolution: Employee Tuition Reimbursement Program

Approved by:
University Staff Council on Thursday, November 4, 2021

For consideration by:
Academic Staff Assembly on Wednesday, November 10, 2021
Whitewater Student Government Monday, November 15, 2021
Faculty Senate on Tuesday, November 23, 2021

WHEREAS the UW-Whitewater Mission Statement includes:

"The University of Wisconsin-Whitewater is a preeminent academic institution driven by the pursuit of knowledge, powered by a spirit of innovation, and focused on transforming lives. As part of the University of Wisconsin System, UW-Whitewater embraces the Wisconsin Idea and is an economic and cultural driver of our region."

WHEREAS the employees of UW-Whitewater are its largest asset, and our campus community (our Warhawk family) should value our employees in tangible ways;

WHEREAS one way to value its employees is through UW-Whitewater's own mission statement.

- Pursuit of knowledge – offer that pursuit of knowledge to its most valued asset – its employees;
- Embrace the Wisconsin Idea – lead by example in embracing the Wisconsin Idea by valuing and giving back to its employees.

BE IT RESOLVED that we, the governance groups of UW-W, request that the Chancellor and Provost approve the following policy proposal regarding the Employee Tuition Reimbursement Program.

Employee Tuition Reimbursement Program

SUMMARY

This is a proposal for an Employee Tuition Reimbursement Program whereby eligible employees are given the opportunity to take courses at UW-Whitewater for credit, where space is available and with the expectation of reimbursement upon completion with a minimum grade achievement of either the lowest grade required to meet prerequisite requirements for the next level class or a C, whichever is higher.

ELIGIBILITY & LIMITATIONS

- Employees must have at least a 50 percent appointment. Temporary employees, student employees, and grad assistants are not eligible.
- Employees must have completed at least one full year of employment with UW-Whitewater.
- Course availability includes any course at UW-Whitewater and UW-W Rock County offered in a given semester (fall, winterim, spring, summer) with open seats one week before the start of the term.
- Employees would be allowed to take up to six credits per semester.
- If approved, the university would commit to fully fund this program, such that an employee would have the opportunity to participate in this program regardless of their unit's ability to cover their tuition.
- We request that this program be implemented to start at the beginning of summer 2022.

PROGRAM OVERVIEW

Employees must:
- Complete and submit the application for the Employee Tuition Reimbursement Program;
    - The application must include the direct supervisor's approval;
        - If the desired course time is during the employee's normal work hours, the employee must first get supervisor approval to take the course. The employee and supervisor will determine a mutually agreed upon schedule that ensures the missed work time is made up and the duties and responsibilities of the position are performed.
- Enroll in the course(s) no earlier than one week prior to the start of the term, and the course(s) must have remaining open seats;
- Employees are responsible for paying normal tuition for the course(s);
    - If an employee is unable to pay the tuition cost up front, they could sign a promissory note agreeing to pay reductions to cover the tuition costs if they do not receive the minimum grade requirement (either the lowest grade required to meet prerequisite requirements for the next level class or a C, whichever is higher).
- Employees are responsible for any expense for books, supplies, travel costs, or special course fees.
- At the end of the course(s), the employee must submit a completion form to their supervisor that includes their earned grade.
- Requirements for tuition reimbursement (including differential tuition, segregated fees, and online course fees):
    - Employee must meet the minimum grade requirement (either the lowest grade required to meet prerequisite requirements for the next level class or a C, whichever is higher);
    - Employee is still employed at the institution at the time of completion of the course;
    - Employee completes and submits the requirement tuition reimbursement request form within 30 days from date the final grades are released;
    - Tuition will be refunded to the employee within 90 days from the date the tuition reimbursement request form was submitted.

COST & RATIONALE

- This benefit offers a high impact value to its employees and promotes employee recruitment and retention.

- The courses open to employees are based on available seats; therefore, no income-generating seats will be eliminated through this process. While there will be some costs associated with the administrative aspects of this program, we believe the net effect to the institution would be cost neutral. We also believe the benefits of offering this program far exceeds any nominal cost.
- If implemented, the next step would be to determine how this program could be fairly and equitably funded.

UNIVERSITY OF WISCONSIN Whitewater | Academic Staff Assembly

2021- 22 Instructional Academic Staff Promotions

Welcome to the Instructional Academic Promotions webpage. Within, you will find all information regarding the process and timeline for your application and links to the required application documents. Additionally, you will find the scoring criteria with the scoring rubric link and an explanation of the levels for promotion which have base salary implications.

- The Instructional Academic Staff Promotion Policy can be accessed at this link: ASA Promotions Policy and should be reviewed before completing this application
- In particular, please review the degree and length of service equivalency requirements
- Any questions on these issues should be referred to Human Resources and Diversity
- Completed applications must be electronically submitted to the **Personal Application Folder** Please contact ASA Promotions Chair, Susan Chandler, chandles@uww.edu, to have a personal folder created and assigned to you. That is the folder where you will electronically upload all of your application documents.
- All electronic applications must be submitted by **11:59pm, Monday, December 15, 2021**
- NO hardcopy documents will be accepted. Only electronic documents submitted to your personal folder will be accepted for this application.
- Only complete applications that conform to stated specifications will be considered by the Promotion Committee.
- The Academic Staff Assembly's Promotion Committee will present summarized results to the Academic Staff Assembly.
- The Chair of the Academic Staff Assembly will forward all applications and results of committee deliberations to the Provost by the third Friday of February.
- Applicants receive notification regarding the final promotion decision from the Office of the Chancellor.

Level to Level Promotion Requirements

- There are four levels of Instructional Academic Staff at UW-Whitewater: Levels 1 - 4.
- All Instructional Academic Staff are considered Level 1 until promoted
- Applications for promotion may be submitted in the year immediately prior to the years of service requirement having been met.
    - Any questions regarding whether or not the years of service requirement has been met should be referred to the Office of Human Resources and Diversity.
- If granted, the new promotion shall become effective at the beginning of the subsequent contract year
- The monetary amount of the salary increase for promotion to each level will be determined by the Chancellor and is based upon the amount of promotion funds available.
- Promoted Instructional Academic Staff receive a permanent base salary adjustment.
- All applicants receive notification regarding the promotion decision from the Chancellor's Office.

Level 1 to Level 2
- Possess a completed master's degree OR a bachelor's degree plus a professional credential recognized in the field as an advanced level of competence.
- Be in at least the third year of full-time equivalent service as Instructional Academic Staff at UW-Whitewater.

Note: There is *no minimum* service time in Level 1 for Instructional Academic Staff holding a **recognized terminal degree at the time of hire.**

Level 2 to Level 3
- Meet all requirements for promotion to Level 2.
- Be in at least the sixth year of full-time equivalent service as Instructional Academic Staff at UW-Whitewater, with a minimum of three full-time equivalent years having been served in Level 2.

Note: There is *no minimum* service time in Level 2 for Instructional Academic Staff holding a **recognized terminal degree at the time of hire**. However, that applicant must have at least three full-time equivalent years as Instructional Academic Staff at UW-Whitewater before being eligible for promotion to Level 3.

Level 3 to Level 4
- Possess a recognized terminal degree.
- Meet all requirements for promotion to Level 3.
- Be in at least the ninth year of full-time equivalent service as Instructional Academic Staff at UW-Whitewater, with a minimum of three full-time equivalent years having been served in Level 3.

SOURCE: Office of the Provost and Vice Chancellor for Academic Affairs

NOTE: *Confirmation from the chair and College that the degree in question is treated as a terminal degree in that discipline must be included with the application packet. Please refer to the UW Whitewater Faculty Personnel Rules Section III. H.2.a.ii (http://www.uww.edu/Documents/facsenate/Faculty Personnel Rules 2017-2018 - 8.23.17L.pdf)*

Promotion Application

Before applying for promotion, Instructional Academic Staff should carefully review the above promotion criteria. In particular, close attention should be paid to the degree and length of service requirements. Any questions regarding full-time equivalency (if a potential applicant is not employed as a 100% FTE Instructional Academic Staff) should be referred to the Office of Human Resources and Diversity.

Submission Process

Note that you will NOT be submitting your Purple Book for this application. Rather, you will use the materials you have already gathered for your Purple Book for much of the materials needed to complete this Promotion Application.
- No hard copies of applications will be accepted
- One **original** complete application must be electronically submitted to the your Personal Application Folder by **11:59pm, Monday, December, 15, 2021**
- Letters of recommendation from Department Chair(s) and Dean electronically submitted to your Personal Application Folder no later than **Monday, January 31, 2022, 11:59pm**
- If you have any questions regarding submission, contact ASA Promotions Committee Chair, Susan Chandler, chandles@uww.edu
- Applicants will receive an email that their application packet has been received
- The Promotions Reviewers will begin evaluating application packets

The following application materials must be electronically uploaded to your Personal Application Folder assigned to you by the Promotion Committee Chair, Susan Chandler no later than **Monday, December 15, 2021, 11:59pm.**

- ☐ Application Cover Page: ASA Promotion Cover Page
- ☐ *"Academic Staff/Supervisor Distribution of Effort Agreement" from the past 3 years*
- ☐ Teaching Load Criteria completed on the Promotions Committee Evaluation Rubric
- ☐ If applying to move between levels that were granted in past promotions; i,e, Level I to II, etc., include a copy of each promotion memo you received from the Office of the Provost or Office of the Chancellor, verifying your promotion at the time it was granted.
- ☐ Three years of Peer Performance Reviews or an explanation should a review(s) be missing uploaded to your Personal Application Folder
- ☐ *"Academic Staff/Supervisor Distribution of Effort Agreement"* (present documents from the last 3 years) uploaded to your Personal Application Folder
- ☐ Student Evaluation Summary Page for every course you taught in the past 3 years, including the student evaluation comments uploaded to your Personal Application Folder
- ☐ Completed 2021-22 Promotions Narrative Form with the narration criteria completed
- ☐ Activities: Description Narrative (3 page max)
- ☐ Service Activities if required OR if applicant wants service activities to be included as part of their promotion application (1 page max)
- ☐ Research Activities if required OR if applicant wants research activities to be included as part of their promotion application (1 page max)
- ☐ Other Activities if required OR if applicant want other activities to be included as part of their promotion application (1 page max)
- ☐ Self Evaluation Narrative (3 page max)

In addition to the above application packet, a letter of recommendation from the applicant's Department Chair(s) and College Dean must accompany this application. Guidelines for these letters are given below. These letters must be electronically upload to the applicant's Personal Application Folder assigned by the Promotion Committee Chair, Susan Chandler, (NOTE: this is a different deadline then the above application)

Monday, January 31, 2022, 11:59pm
- ☐ Letter of Recommendation - Department Chair(s) (2 page max)
- ☐ Letter of Recommendation - College Dean (1 page max)

Guidelines for the above Letters of Recommendation are:
- ● Be printed on department letterhead
- ● Address the overall quality of applicant's teaching/job performance
- ● A clear recommendation *to* promote OR *not to* promote the applicant, and why the recommendation is such
- ● If required, university, college, department and/or program service the applicant engages as part of the normal duties and responsibilities contained in the individual's *"Academic Staff/Supervisor Distribution of Effort Agreement"* (advising, committee membership, honors, projects, teaching, etc.)
- ● If required, the applicant's engagement in professional growth and research as contained in the individual's *Academic Staff/Supervisor Distribution of Effort Agreement"*
- ● If required, the applicant's community service either job related or non-job related as contained in the individual's *Academic Staff/Supervisor Distribution of Effort Agreement"*

Evaluation Process

- Six Instructional Academic Staff will serve as reviewers
- Each reviewer will assess all application packets using the 2021-22 Promotion Committee Evaluation Rubric
- Reviewers' total rubric scores will be added together and averaged to attain the Average Composite Score

Application Timeline

- The Promotion Committee's Tabulator will forward all promotion packets, including application materials, scores, recommendations and ranking justifications to the Chair of the Academic Staff Assembly.
- Committee recommendations must include a justification for the ranking of each applicant. The Chair of the Academic Staff Assembly will forward those packets to the Office of the Provost
- The Promotion Committee's Tabulator will also report the summary of results, including the date of transmittal of results to the Provost, to the Academic Staff Assembly.
- Applicants receive notification regarding the promotion decision from the Chancellor's Office

Supersedes all previous ASA Promotion Materials
Application released by Academic Staff Assembly November 10, 2021