

**Academic Staff Assemblyⁱ
16 September 2009 Agenda**

**REVISED
12:00 – 1:30 p.m.**


University Center 264

1. **Approval 6 May 2009 Meeting Minutes** (*Final 2008-2009 Meeting and 2009-2010 Organizational Meeting*)
2. **Academic Staff Committees** [Miolo]
 - a. Organization
 - b. Liaisons
3. **Academic Staff Committees Reports**
 - a. *Awards* [Miolo]
 - b. Economic Issues [Ehlen]
 1. Merit
 2. *Equity Adjustments*
 - c. *Elections/Balloting* [Clokey]
 1. Instructional Academic Staff Vacancy
 - d. Government [TBD]
 - e. Organization [Miolo]
 - f. *Professional Development* [Ehlen]
 - g. *Instructional Promotions* [Farmer]
 - h. Review [Ogunsola]
 - i. Title Appeals [TBD]
 - j. Titling [Miolo/Naff]
 - k. *Rewards and Recognition* [Flanagan]
4. **2009 Academic Staff Leadership Conference**
 - a. *Debriefing*
 - b. *Evaluation Report*
 - c. *2009-2010 Seminar Series*
5. **Updates/Announcements**
 - a. University Committees [Miolo]
 1. *LGBT Taskforce Report* [Ehlen for Hollar]
 2. Alumni Board [Ehlen]
 - b. *Council of Academic Staff Representatives* [Ehlen/Miolo]
 - c. *Strategic Planning and Budget Committee* [Ehlen]
 - d. Provost Search and Screen Committee [Ehlen]

6. Other Business

- a. *Collective Bargaining [Clokey/Ehlen]*
- b. *Unit Clarification [Clokey/Ehlen]*
- c. *Memorial Name Request [Simes]*
- d. Furlough Service [Flanagan]
- e. Assembly Email [Ehlen]
- f. Retirement Resolutions [Ehlen]
 - a. Drafted
 - i. *A. Davis*
 - ii. *A. Einerson*
 - iii. *A. Haberman*
 - iv. *J. Peterson*
 - v. *R. Pulliam*
 - b. In Progress
 - i. M. Fischer
- g. Miscellaneous/Round Robin [Assembly Staff]

ⁱ *Italicized items include attachments for review/discussion.*

 **Final 2008 – 2009**
Academic Staff Assembly Draft Minutes
6 May 2009, 12:00 – 12:30 p.m., UC 264

Present: George Clokey, Deborah Bowen, Freda Briscoe, Bridget Cohen (Governance Program Associate), Denise Ehlen (Chair), Nancy Farmer, Mike Flanagan, Patty Fragola, Nadine Kriska, Giuliana Miolo, Paula Mohan, Elizabeth Ogunsola, Kim Simes, Cigdem Unal

Absent:

The meeting was brought to order by Ehlen at 12:00 p.m.

1. **Approval of 29 April Meeting Minutes**—Simes/Ogunsola moved to approve the 15 April 2009 Assembly minutes. Motion was approved unanimously.
2. **Academic Staff Committee Reports**
 - a. **Academic Staff Awards**—Miolo, no updates.
 - b. **Academic Staff Economic Issues**—Ehlen, no updates
 - c. **Academic Staff Elections/Balloting**—Clokey, no, updates
 - d. **Academic Staff Government**—Mohan, no updates
 - e. **Academic Staff Organization**—Miolo, no updates.
 - f. **Academic Staff Professional Development**—Ehlen, no updates
 - g. **Academic Staff Instructional Promotions**—Farmer, no updates
 - h. **Academic Staff Review**—Ogunsola, no updates
 - i. **Academic Staff Title Appeals**—Unal, no updates
 - j. **Academic Staff Titling**—Miolo, no updates
 - k. **Academic Staff Rewards and Recognition**—Flanagan, no updates
3. **2009 Academic Staff Leadership Conference**—Ehlen reported that twenty one proposals were received and will be sent via email to all assembly members for feedback and approval. The Committee is also looking for a keynote speaker.
4. **Updates/Announcements**
 - a. **Council of Academic Staff Representatives**—Ehlen reported that Meeting minutes will be forwarded to all Assembly members via email.
 - b. **Strategic Planning and Budget Committee**—Ehlen reported that Meeting minutes will be forwarded to all Assembly members via email.

- c. **Provost Search and Screen Committee**—Ehlen, no updates
- d. **Collective Bargaining**—Clokey, no updates
- e. **Proposal to Change Spring 2010 Calendar Final Exam Dates**—Simes/Clokey moved to vote on the calendar date. The Chair call for a vote: 8 vote “Aye” and 4 abstain. The motion passed by majority vote.
- f. **Memorial Committee Recommendations**—Bowen/Ogunsola moved to table the recommendations pending clarification of policy to when a wavier can be made.


5. Other Business/Good News

The Assembly would like to thank Deborah Bowen for her dedication and work with the Academic Staff Assembly.

Consensus to adjourn at 12:30 p.m.

Respectfully Submitted,

Bridget Cohen
Governance Program Associate

 **First 2009-2010
Academic Staff Assembly [Organizational] Meeting
6 May 2009 Draft Minutes
12:30 – 1:00 p.m., UC 264**

1. **Member Introductions**—The Assembly welcomed all of its returning members and newly elected member Curt Webber
2. **Academic Staff Committee Reports and Liaisons [Miolo, identify/assign liaisons]**
 - a. **Academic Staff Awards**—Miolo, no report
 - b. **Academic Staff Economic Issues**—Ehlen, no report
 - c. **Academic Staff Elections/Balloting**—Clokey, no report
 - d. **Academic Staff Government**—Mohan, no report
 - e. **Academics Staff Organization**—Miolo reported that the Committee hopes to get the call for volunteers out before the end of the academic year.
 - f. **Academic Staff Professional Development**—Ehlen, no report
 - g. **Academic Staff Instructional Promotions**—Farmer, no report
 - h. **Academic Staff Review**—Ogunsola, no report
 - i. **Academics Staff Title Appeals**—Unal, no report
 - j. **Academic Staff Titling**—Miolo, no report
 - k. **Academic Staff Rewards and Recognition**—Flanagan, no report
3. **2009 Academic Staff Leadership Conference**—Ehlen, no updates
4. **Updates/Announcements**
 - a. **Meeting Dates and Times**—The dates for the 2009-2010 Academic Staff Assembly will be: 16 and 30 September 2009, 14 and 28 October 2009, 11 November 2009, 2 December 2009, 20 January 2009, 3 and 17 February 2009, 3 and 17 March 2009, 7 and 21 April 2009, 5 May 2009. Room location and times will be announced at a future date.
 - b. **T Drive Presentation**—Cohen presented to the Assembly an overview of the ASA shared T Drive. All assembly members are encouraged to refer to the T Drive for any past minutes, agendas, correspondence and Committee information. The T Drive can also be accessed at <https://netstorage.uww.edu/NetStorage/>.
5. **Other Business/Good News [Assembly Members]**

**ACADEMIC STAFF AWARDS: DEADLINE EXTENDED TO 9 MARCH 2009**

Introduction

The University of Wisconsin-Whitewater honors two members of academic staff each year, one from the instructional/teaching ranks and the other from the non-instructional/service ranks. Nominations are sought early in the second semester. The Academic Staff Awards Committee reviews the received nominations and selects a recipient for each Award. The Committee consists of four members, two teaching and two non-teaching. A member of the Academic Staff Assembly acts as the liaison/facilitator for the Committee. The recommendations of the Awards Committee are forwarded to the Academic Staff Assembly for review, approval, and publication. The approved recommendations are forwarded to the Chancellor who formally presents the Awards in May. The nominee reception is held in April at the Fern Young Terrace.

Eligibility

The Awards are limited to Academic Staff at the UW-Whitewater who are employed 50 percent of the time or more, and who have not received the Award in the preceding three years.

Instructions for Submitting Nomination Materials

Please submit four typed copies of the nomination materials to:
Denise Ehlen, Academic Staff Assembly Chair, Suite 2237, Andersen Library

2008-2009 DEADLINE IS 9 MARCH 2009. Questions regarding Academic Staff Awards should be directed to the Academic Staff Awards Committee Liaison, Giuliana Miolo [Telephone: 262-472-1485, Email: miolog@uww.edu] or the Academic Staff Awards Committee Chair, Therese Kennedy [Telephone: 262-472-1145, Email: kennedyt@uww.edu].

Preparing the Nomination Materials

Please provide the following within each of the four copies of nomination materials:

1. Nominee's name
2. His/her position/title
3. Nominee's job description
4. Years of service at the UW-Whitewater
5. Current department
6. Name of nominator

The nomination materials may be presented in any form deemed appropriate by the nominator. Please limit nominations materials to five pages or less (not including letters of recommendation). Up to three letters of recommendation may be submitted with the nomination.

Materials may include any or all of the following:

1. Explain why this individual's classroom/job performance merits consideration for this award.
2. What does this person do that is above and beyond the usual requirements of his/her position at the UW-Whitewater?
 - a. Indicate contributions this individual has made through service on committees at the departmental, college, or university level.
 - b. Indicate professional contributions this individual has made, such as leadership in professional organizations, publications,

- performances, advising student groups, assisting with student seminars, research, etc.
- c. List any professional awards earned by this individual.
 - d. List contributions that this individual has made beyond their immediate job, including community and state service, charitable work, etc.
3. List any other information that you think may assist the selection committee in its deliberations regarding this individual. (If you are nominating someone, please be aware that it is beneficial to contact the nominee for the most current and in-depth information.)

Award Details

Award recipients receive:

- Publication of recipient's name and photo in the UW-Whitewater periodicals.
- Display of recipient's name and photo in the UW-Whitewater Library for one year (along with faculty Award recipients).
- Recognition at the Chancellor's annual State of the University Address in the fall semester.
- Recognition at Spring Commencement.
- Recognition at the Nominee Reception for Faculty and Academic Staff Awards.
- Formal presentation of the Award at the annual Awards/Retirement dinner.
- \$ 500.00 funded by a grant from Commercial Bank and First Citizens State Bank, both of Whitewater.

University-wide Awards Information

See <http://www.uww.edu/asa/awards.html>. Last Updated: 23 February 2009

GEN 2.9. Faculty Internal Salary Equity Process

This process is designed to address internal salary inequities that have resulted from forces outside of performance and the merit process. Faculty members may apply for a remedy to a perceived inequity once every five years.

- (1) Funding for the plan will come from a combination of sources including, but not limited to, any or all of the following: the faculty salary pool; the Colleges; and the University. Each biennium a memo of understanding will be written to determine sources of the funds.
- (2) A total annual fund of \$60,000 will be created.
- (3) Distribution of Funds
 - (a) The faculty will be divided into five equal-sized, randomly selected cohorts.
 - (b) Each year the members of one cohort, or 20 percent of the faculty, will be eligible to receive an equity adjustment.
 - (c) All members of a cohort will be reviewed in the year their cohort is eligible. The only documentation that a faculty member will be permitted to submit is a CV (listing classes taught, scholarly or artistic work and service activities), student opinion surveys, and a one-page statement. Faculty members who decline to submit a CV will be excluded from consideration. Data will be provided by the Office of Institutional Research that include a regression analysis using current salary as the criterion and the following variables as predictors.
 - Academic Discipline (Each College determines which faculty members belong in each discipline. This will be a series of dichotomous variables representing the various disciplines on campus.)
 - Degree
 - Rank
 - Year started at UW Oshkosh
 - Year promoted to current rank

Separate regression analyses will be performed for each professional school and each division in COLS. The Faculty Internal Salary Equity Committee may request additional regression analyses.

Merit data will be provided for consideration using two averages: 1) average of merit points allocated divided by the salary of the faculty member at the time each year for last 10 years and 2) average of merit points as a percentage of the average merit points per faculty member in the unit (department or college) each year for last 10 years.

- (d) The initial level of review will consist of a Faculty Internal Salary Equity Committee with members elected by their respective colleges. Faculty in the cohort being considered during a given year may not serve on this committee. This committee will review the material submitted by each faculty member and recommend salary adjustments. The adjustments recommended must be limited to the \$60,000 available. Committee members will excuse themselves when members of their home departments (or comparable unit) are being discussed. Because the focus of the process is to address internal equity, adjustments recommended for faculty members will be based on internal comparisons (regression analysis results and/or salaries of comparable individuals on campus).
- (e) Due to the confidential nature of the review process, committee deliberations, regression information, and recommendations are to be held in the strictest confidence. No specific information will be shared with previous levels of review. At the conclusion of the process, the Chancellor may provide summary data, in aggregate, to the Faculty Internal Salary Equity Committee.

- (f) The recommendation of the initial level of review for each faculty member will be passed along to the appropriate Dean. Each Dean will forward a salary recommendation to the Provost and Vice Chancellor. The total salary increases recommended by each Dean must fall within five percent of the total increases recommended by the initial level of review for each respective college.
- (g) The Provost and Vice Chancellor shall review the files and pass along a recommendation to the Chancellor who shall have the final authority to allocate all or some of the \$60,000 available each year.
- (h) The equity plan will run for a full, five-year cycle. Toward the end of that cycle a review will be conducted to determine if another five-year cycle is warranted.

ELECTIONS [Updated April 6, 2009]

Elections to the Academic Staff Assembly are held the spring of each year. Representatives are elected to two year terms. Academic Staff may vote electronically using surveyasp. The link to the electronic ballot will be sent via email to all academic staff. Staff may request a paper ballot by contacting Bridget Cohen, Governance Program Associate [Telephone: 262-472-5212, cohenb@uww.edu]. **Only academic staff may vote in the Assembly elections.** If you have questions concerning nomination and election activities contact the Academic Staff Elections and Balloting Committed liaison, Deborah Bowen [Telephone: 262-472-5435, Email: bowend@uww.edu].

2009 Elections and Balloting Committee Timeline

- Monday, March 16, 2009: Notice of Election and [Application/Nomination Form](#) sent to all eligible academic staff.
- Monday, March 30, 2009: Submit Nominations to Bridget Cohen, Governance Associate, by mail to 2237 Andersen Library or via email to cohenb@uww.edu. Complete nomination/application forms must be received by 3:00 pm.
- Tuesday, April 7, 2009: Electronic ballot available. Contact Bridget Cohen (x5212, cohenb@uww.edu), if you did not receive the ballot link or if you would like to request a paper ballot.
- Monday, April 20, 2009: Submit electronic ballot by midnight or return paper ballot to Bridget Cohen, Governance Associate by 3:00 pm.
- Tuesday, April 21, 2009: Elections and Balloting Committee tallies the Ballots.
- Wednesday, April 29, 2009: Election results reported to the Academic Staff Assembly.
- May 6, 2009: Newly elected Assembly members participate in first meeting.

See <http://www.uww.edu/asa/elections.html>. Last Updated 9 April 2009.



ehlend
AGENDA ITEM 3F

OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)
 UNIVERSITY OF WISCONSIN-WHITTEWATER (UWW), 262-472-5212
 SEPTEMBER 2008, REVISED/SECOND RELEASE 01 DECEMBER 2008
Research Services Specialist, lemmoncc07@uww.edu

*Proposals received by the 1st will be reviewed at that month's meeting.
 The Committee meets monthly October through April.*

ACADEMIC STAFF DEVELOPMENT GRANT

UNIVERSITY OF WISCONSIN-WHITTEWATER GRANT APPLICATION PACKAGE

X

University of Wisconsin-Whitewater Office of Research and Sponsored Programs (ORSP) Intramural Transmittal Form. ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

X

Proposal Development and Submission Instructions. Each University of Wisconsin-Whitewater grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

X

Grant Program Forms. Each University of Wisconsin-Whitewater grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

X

Additional Proposal Development and Submission Resources. University of Wisconsin-Whitewater grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ORSP provides administrative oversight for the faculty/staff review committees responsible for each program and can provide member lists upon request.



DENISE EHLEN, Director, 262-472-5212, ehlend@uww.edu
 CASEY LEMMON, Research Services Specialist, 262-472-5212, lemmoncc07@uww.edu
 DEREK ERLITZ, Budget/Technology Manager, 262-472-5212, rsp-pa@uww.edu



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

FUNDING COMPETITION INFORMATION Deadline:		RSP USE ONLY	ID:
1. Sponsor & Program:		Date Submitted:	
2. Address:		Number of Copies to Sponsor (original +)	
3. Telephone:	Fax:	Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A	
4. Web:		GT Proposal Entry: GT Award:	
4. Notes:			
PROPOSAL INFORMATION			
5. Principal Investigator:		5a. Department/Division/Institution:	
5b. Address:	Phone:	Fax:	Email:
6. Co-Investigator:		6a. Department/Division/Institution:	
6b. Address:	Phone:	Fax:	Email:
7. Co-Investigator:		7a. Department/Division/Institution:	
7b. Address:	Phone:	Fax:	Email:
8. Co-Investigator:		8a. Department/Division/Institution:	
8b. Address:	Phone:	Fax:	Email:
9. Project Title:			
10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation		AWARD INFORMATION – RSP USE ONLY <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT	
11. Total Request \$		New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA#)	
12. Match Information \$		Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To	
13. Begin Date End Date		Total Award Begin Date End Date	
REQUIRED CLEARANCES – Does the project involve:			
14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?		Approval is: (choose one)	
15. use of human subjects, human tissue or vertebrate animals?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
16. action involving space, remodeling, or construction?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
17. hiring non-UWW personnel?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
18. creation of new degree programs or services?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
19. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
REQUIRED SIGNATURES PLEASE RETURN FORM TO RSP			
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		SIGNATURE	DATE
I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin.			
I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)		TYPED NAME:	
DEPARTMENT CHAIR/UNIT DIRECTOR		SIGNATURE	DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ - _____ - _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).			
TYPED NAME:			
COLLEGE DEAN/DIVISION DIRECTOR(S)		SIGNATURE	DATE
I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ - _____ - _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).			
TYPED NAME:			
<i>Student Affairs applicants must secure the signature of the Assistant Chancellor and Deputy Assistant Chancellor in this cell. Applicants submitting proposals including an international component must secure the signature of the Director of International Education and Programs in this cell.</i>			
RESEARCH AND SPONSORED PROGRAMS CERTIFICATION		SIGNATURE	DATE
By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.			
INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:		DATE:	TYPED NAME: DENISE EHLEN

ACADEMIC STAFF DEVELOPMENT GRANT PROGRAM

IMPORTANT DEADLINE NOTE

Applications must be submitted by the 1st of each month for review at the next meeting of the Academic Staff Professional Development Committee. If the 1st falls on a weekend; proposals must be submitted by the following Monday. The Committee will meet monthly October 2008 through April 2009. Applicants will receive award notifications by the 1st of the following month (at the latest). [For example, you submit a proposal on April 1st; formal notification of the status of your proposal will be provided by May 1st.]

All award funds must be used by 1 June 2009.

Contact Denise Ehlen (ehlend@uww.edu, x5212) with additional questions.



UNIVERSITY OF WISCONSIN-WHITEWATER
2008-2009 ACADEMIC STAFF
DEVELOPMENT GRANT
GUIDELINES AND APPLICATION [REVISED 11/28/2008]

PROGRAM DESCRIPTION

The Board of Regents established a Professional Development Program for Academic Staff that began with the first proposals funded on 1 July 1985. The University of Wisconsin System (UWS) Academic Staff Professional Development Program was established to facilitate individual professional development/training that contributes to the needs of the institution for improved service and flexibility.

Professional development/training opportunities are an important component of an effective personnel management system. Such opportunities enable staff to increase their effectiveness by expanding knowledge in their areas of expertise, refining and developing skills, and enhancing staff morale. The critical functions performed by academic staff require that professional development/training opportunities be facilitated for institutional as well as individual reasons.

The program has the following goals:

- Individual Professional Development. The program will provide an opportunity for academic staff to enhance their effectiveness in meeting changing needs and roles in higher education. This is a concern for higher education, for UW System institutions, and is a particular concern of individual academic staff members in their own career development.
- Improved Program Quality. Staff development opportunities will contribute to improving program vitality during a period of anticipated resource constraints and changing administrative and educational needs.
- Improved Institutional Effectiveness. The staff development program will enhance and refine abilities most directly related to the mission, goals, and strategic plan of the UW System institution with which the staff member is affiliated.

Applications must be submitted by the 1st of each month for review at the next meeting of the Academic Staff Professional Development Committee. If the 1st falls on a weekend; proposals must be submitted by the following Monday. The Committee will meet monthly October 2008 through April 2009. Applicants will receive award notifications by the 1st of the following month (at the latest). [For example, you submit a proposal on April 1st; formal notification of the status of your proposal will be provided by May 1st.] **All award funds must be used by 1 June 2009.**

NEED FOR TRAINING AND DEVELOPMENT ACTIVITIES

Mastery of Content Area: It is important that all academic staff be knowledgeable and well trained in their area of expertise. All academic staff are encouraged to develop research, hone technical skills, and assess programs.

Professional and Program Renewal: To be competent and effective, academic staff need to stay current in the latest research and/or technical innovations.

Retraining: It is essential to retrain academic staff to meet new demands requiring critical specialties and skills.

Human Relations: Academic staff must effectively communicate with all students, faculty, staff, and other professionals in order to contribute to a multicultural environment.

OBJECTIVES

Academic staff need development/training experiences in order to maintain and enhance the quality of their professional contributions to this institution. Specifically, participating in professional development programs should assist academic staff in:

- Responding to the changing needs and interests of students.
- Developing expertise in new teaching techniques and changing technology.
- Increasing personal productivity through professional renewal.
- Contributing to institutional flexibility.
- Contributing to civic activities as defined in the mission of the University of Wisconsin-Whitewater (UWW).

CATEGORIES OF ACTIVITIES FOR THE 2008-2009 PLAN

Methods of achieving objectives stated above include, but are not limited to:

- Expanding professional expertise by participating in professional organizations, attending workshops and seminars, taking classes, completing scholarly research, and attending professional conferences where significant training will occur.
- Renewing professional commitment by developing programs for professional organizations, presenting papers at conferences, publishing in professional journals, and developing workshops and seminars.
- Arranging for external consultants to lead workshops focused on the professional development/training of academic staff. Students and faculty may be secondary targets for the event/activity. However, the primary focus must be on the professional development of non-instructional and/or instructional academic staff.
- Arranging for job exchanges or internships for individuals or entire units within the institution, with other areas of operation, or between institutions.
- Training to develop or expand skills beyond the individual's area of expertise or discipline that will enhance the mission of the University.
- Expanding tuition reimbursement for coursework within or outside the current assignment. The investigator must justify and document the department/unit, division/college, and/or University need for the training. Specifically, this would:
 - Help academic staff acquire more flexibility in assignments.

- Make cross assignments possible when demand in some areas fluctuates.
- Develop specialized skills for which their department or college has expanding or fluctuating needs.

ELIGIBILITY

In order to be eligible for the program, applicants must:

- Possess academic staff status with at least a .50 FTE appointment.
- NOT plan to retire within one year of receiving the grant.
- Return to a position at UWW [if offered a position] in the year following the Academic Staff Professional Development Grant [aka Academic Staff Development Grant or ASDG] period. A decision about the applicant's employment status for the following year is not required until the beginning of the funding period.
- Have complied with all requirements for previous university grants/awards.
- Submit a complete proposal (Research and Sponsored Programs Intramural Approval and Certification Form, University of Wisconsin-Whitewater Academic Staff Request for Professional Development Funding, and attachments) along with six double-sided copies of the application by the published deadline.

OTHER CONDITIONS

Applicants may submit ONLY one proposal (as project director and/or collaborator).

Funds may be used for:

- The professional training and development of current academic staff.
- Fees and tuition for UW System or non-UW System institution courses or for registration fees for workshops, seminars, institutes, etc. The applicant must justify and document the need for training.
- The purchase of required books and supplies for courses or workshops if it can be demonstrated to the Committee that these materials would have substantial use to others who have not participated in this training/development activity.
- Travel, housing, meals, and other expenses related to the project, which can be expended before 1 June 2009. Proposals requesting travel support must conform to all campus and System policies and procedures. ***Travel Expense Reports submitted after 1 June 2009 will not be reimbursed.***
- Fees for speakers brought to campus to provide presentations or workshops to academic staff with broad campus impact. The primary focus of the event/activity must be the training/professional development of non-instructional and/or instructional academic staff. Faculty and/or students may be included, as appropriate, as long as the primary focus of the activity is compatible with the goals and objectives of the University

of Wisconsin-Whitewater Academic Staff Development Grant Program (as described on pages one and two of the guidelines).

- Summer stipends of \$1,000 (maximum). The summer stipend will be paid on 1 July 2009 for work occurring between the date of the award and 1 June 2009 (and may include “overload”). *The application must clearly identify time and effort to be devoted to the project. Applicants will be required to provide documentation certifying time and effort during the post-award phase of the project.*
- Supplementing, not supplanting, Professional Development Plan (PDP) funding. The University of Wisconsin-Whitewater Professional Development Plan (PDP) Guidelines may be accessed online at <http://www.uww.edu/cobe/faculty/documents/ProfessionalDevelopmentPlan.pdf>. Applicants must describe use of PDP funds in the Grant application.

Funds may NOT be used for:

- Proposals where the primary purpose is the completion of a terminal degree.
- Professional meetings **UNLESS** it can be clearly demonstrated that such a project will provide an intensive educational experience or a formal presentation will be made.
- Membership in a professional association.
- Leave for formal study leading to a degree.
- Campus activities/events that do not focus primarily on the professional development/training of non-instructional and/or instructional academic staff.
- Expenses that were incurred prior to the award date. Retroactive awards will not be made.
- Any expenses expended after 1 June 2009.

Disposition of Proposals:

Funded proposals become the property of UWW and may be used as models to help others prepare proposals. One copy of unfunded proposals will be retained in the Office of Research and Sponsored Programs (ORSP). Any additional copies will be returned to authors for revision or other use.

Final Report Requirements:

An evaluation report is required for each Academic Staff Development Grant. The two-page report (available from the Office of Research and Sponsored Programs “[Forms Web](#)”) should be completed and one copy sent to Nina Ottman, Financial Services, and one copy sent to Denise Ehlen, Office of Research and Sponsored Programs, by 1 June of the grant period. A preliminary report may be submitted by 1 June if project activities are not complete. [All ASDG award recipients must submit a preliminary or final report by 1 June 2009.](#) If you choose to submit a preliminary report in June, the final reports must be submitted by 1 September 2009. Award recipients who fail to submit a report will be ineligible for future funding.

SELECTION CRITERIA

The merit of each proposal will be judged on the following criteria:

- Benefit to the applicant's professional and career development (or benefit the professional development of a target group of non-instructional and/or instructional academic staff).
- Benefit to unit/department and/or college/division.
- Benefit to the university.

Applications will be considered if and only if:

- Applicants meet all eligibility requirements and conditions.
- Applications are complete and meet published deadlines. Incomplete and/or late applications will be disqualified.
- The applicant's budget includes only expenditures to be expended prior to 1 June 2009.

Additional guidelines for selection:

- Priority will be given to proposals that directly relate to the campus' Strategic Plan, Values, and/or Mission (available online at http://www.uww.edu/strategic_plan.pdf and http://www.uww.edu/info/about/mission_objectives_goals.php, respectively).
- Among equally strong proposals, preference will be given to academic staff with three or more years of service to the University.
- Priority will be given to proposals that will improve the multicultural environment on campus and address issues of race and ethnicity through the professional development/training of academic staff.
- Priority may be given to proposals that have a broader impact and affect several academic staff persons.
- Priority will be given to training and/or retraining to improve the effectiveness of academic staff in their current roles. Second priority will go to those proposals that enable staff to compete for more responsible positions.
- Among equally strong proposals, preference will be given to academic staff that have not previously received an Academic Staff Development Grant.
- Among equally strong proposals preference will be given to projects, which address UW System initiatives and special efforts.
- Preference may be given to applications that include match funds (i.e. commitment of PDP, Department/Unit, or College/Division funds to support the activity).

Proposal writers should not assume that the Academic Staff Professional Development Committee evaluating these proposals has any prior knowledge of what is being proposed. Therefore, every effort should be made to respond to the questions on the application clearly and precisely.

APPLICATION PROCEDURE

The Academic Staff Professional Development Committee in coordination with ORSP is a standing committee of the Academic Staff Assembly. The Committee has the responsibility for developing this plan; developing the criteria to evaluate and rank proposals to be funded; and the process of application, evaluation and recommendation of proposals. All plans, criteria, and procedures mentioned above have been submitted to and approved by the Assembly.

The Academic Staff Assembly will appoint staff members to serve on the Academic Staff Professional Development Committee. The Committee shall consist of both teaching and non-teaching members. Committee members cannot submit proposals for consideration. ORSP will set timelines for the process each semester. Procedures and deadlines will appear on the campus announcement board and on various campus Web sites. The Office of Research and Sponsored Programs will distribute this plan complete with a copy of application materials to each academic staff member who requests it.

At the time a proposal is submitted to the department chair/supervisor, a copy of the ORSP Intramural Approval and Certification Transmittal may concurrently be given to the college dean/division head, in order for the latter to monitor the proposal's progress. Applicants must submit the original plus six copies of the complete proposal (Transmittal, Request for Professional Development Funding, and attachments) to the Office of Research and Sponsored Programs.

Following the established timelines, the Committee members will individually, as well as jointly, evaluate the proposals. Proposals will individually be highly recommended, recommended, or not recommended. The Academic Staff Professional Development Committee reserves the right to recommend adjusted/modified budgets. Proposals will be collectively ranked in priority order. The Committee's recommendations and ranking of proposals will be presented to the Academic Staff Assembly for approval by the committee liaison. The Research and Sponsored Programs office will forward recommendations to the Provost and Vice Chancellor for Academic Affairs who will make final funding determinations. The Provost will convey the results directly to applicants. The communication will include budget information.

All funds must be expended by 1 June 2009. No extensions beyond 1 June 2009 will be permitted. Academic Staff will forfeit funds not expended in compliance with campus year-end deadlines (as applicable) and/or by the end of the project period.

At the end of the project, each applicant who has been funded will be required to evaluate the success of their ASDG and submit a report to Financial Services, and to Denise Ehlen, Office of Research and Sponsored Programs, by 1 June 2009. See page four "Final Report Requirements" for additional details.

PROPOSAL FORMAT

A completed application consists of the following:

- **ORSP Intramural Approval and Certification Transmittal**
- **University of Wisconsin-Whitewater Academic Staff Request for Professional Development Funding**
- **Attachments** [Attachments could include descriptions of the course, workshop, or activity to be attended (a brochure or announcement); a letter of support from your supervisor; and/or a current vita.]



**UNIVERSITY OF WISCONSIN-WHITWATER
2008-2009 ACADEMIC STAFF REQUEST
FOR DEVELOPMENT GRANT [ASDG] FUNDING**

*Return this Form to the Office of Research and Sponsored Programs
2237 Andersen Library, Fax: 262.472.5214, Telephone: 262.472.5212*

REVISED 28 NOVEMBER 2008

1. Name	
2. Department	
3. Division	
4. Are you currently under contract (academic staff appointment)?	<input type="checkbox"/> NO <input type="checkbox"/> YES, What percent of time?
5. Number of years employed on campus	
6. Type of professional development request (check one) <i>The focus of all requests must be on the development and/or training of <u>academic staff</u>.</i>	<input type="checkbox"/> Conference <input type="checkbox"/> Workshop/Seminar <input type="checkbox"/> Committee Involvement <input type="checkbox"/> Leadership Training/Development <input type="checkbox"/> Coursework <input type="checkbox"/> On-Campus Workshop <input type="checkbox"/> Presentation <input type="checkbox"/> Research <input type="checkbox"/> Other (please describe) _____
7. Briefly describe the specific activity for which you are applying.	

8. What organization is providing/sponsoring the activity?	
9. When will the activity be held? ¹	
10. Where will the activity be held?	
11. Are you under contract at the time of the proposed activity?	<input type="checkbox"/> NO <input type="checkbox"/> YES, How will your position be covered?
12. Have you discussed the proposed activity with your supervisor?	<input type="checkbox"/> NO <input type="checkbox"/> YES
13. Are you currently involved with the organization sponsoring this activity?	<input type="checkbox"/> NO <input type="checkbox"/> YES, Describe involvement.
14. Is this an annual activity?	<input type="checkbox"/> NO <input type="checkbox"/> YES
15. Have you attended this activity in the past?	<input type="checkbox"/> NO <input type="checkbox"/> YES, Indicate how past participation/attendance was funded and how you and the University will benefit from your repeat participation/attendance.

¹ Funds may only be requested to support costs that can be expended prior to 1 June 2009.

<p>16. Is your department/unit or college/division funding this activity?</p>	<p><input type="checkbox"/> NO, please describe fiscal situation: _____</p> <p><input type="checkbox"/> YES, How much \$ _____ and/or what % of time</p>
<p>Will you use PDP funds to support this project/activity?</p> <p><i>REQUIRED: Failure to disclose how PDP funds have/will be used may result in the application being returned without review.</i></p>	<p><input type="checkbox"/> NO, please describe how PDP funds have been/will be used: _____</p> <p><input type="checkbox"/> YES, Indicate level/amount of PDP support \$ _____ and how it will be used: _____</p>
<p>17. Have you received Academic Staff Development funds in the past?</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES, List semesters, years, and outcomes.</p>
<p>18. How will this activity benefit your professional and career development? If this is <u>not</u> an individual project, describe how this activity will benefit the professional/career development of other UWW non-instructional and/or instructional academic staff.</p>	

<p>19. How does this activity help serve the purpose and achieve the goals of your unit/department and/or college/division?</p>	
<p>20. How does this development activity relate to the University's Strategic Plan, Values, and/or Mission?</p>	

BUDGET CATEGORY	ITEMIZATION/EXPLANATION	AMOUNT
SALARIES AND WAGES <i>(includes student help and academic staff summer stipends)</i>		
		\$
		\$
		\$
SUBTOTAL		\$
SERVICE AND SUPPLIES <i>(include conference registration fees, books, etc.)</i>		
		\$
		\$
		\$
SUBTOTAL		\$
TRAVEL <i>(All travel costs must conform to campus and System regulations. Contact Financial Services with questions.)</i>		
<i>Academic Staff Development Grant funds may only be requested to support costs that can be expended <u>before</u> 1 June 2009. If your application includes out-of-state travel, you must include a complete UW-Whitewater Travel Approval Request Form as Appendix 1.</i>		
Transportation		\$
Lodging (include # of nights)		\$
Meals (include # of days)		\$
SUBTOTAL		\$
OTHER—EXPLAIN <i>(Attach supporting documentation for "other costs.")</i>		
		\$
		\$
SUBTOTAL		\$
GRAND TOTAL		\$

<p>Other information that may assist the Academic Staff Professional Development Committee in their funding decision.</p>	
<p>List all attachments</p>	<ol style="list-style-type: none"> 1. UW-Whitewater Travel Approval Request Form (required by all applicants requesting funds for out-of-state travel) 2. 3. 4. 5.

[Submit the original and six copies of the full proposal](#)

ORSP Intramural Approval and Certification Transmittal,
Academic Staff Request for Development Grant [ASDG] Funding, and Attachments

to ORSP, 2237 Andersen, Telephone: 262.472.5212, e-mail: ehlend@uww.edu

Proposals received by the 1st of the month will be reviewed at the next meeting of the Academic Staff Professional Development Committee—monthly in October, November, December, January, February, March, and April (or until all funds are allocated).

ACADEMIC STAFF DEVELOPMENT GRANT APPENDIX 1
UW-WHITEWATER
TRAVEL APPROVAL REQUEST

TRAVELER'S NAME _____
 DESTINATION _____
 PURPOSE OF TRIP _____
 DATE OF DEPARTURE _____ DATE OF RETURN _____
 ESTIMATED COST \$ _____

Only document match below. Grant information will be added post-award, by Research and Sponsored Programs

Fund	Program	Org	Project/Grant

NAMES OF OTHER PEOPLE ATTENDING: _____

You are welcome to provide an attachment to help justify your travel.

 TRAVELER SIGNATURE/DATE

 DEPARTMENT HEAD SIGNATURE/DATE

APPROVED NOT APPROVED

Questions to be completed by Dean or Division Head:

Is this travel essential & necessary for you to perform your duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a conference presenter or panelist?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the business be accomplished through other means (teleconference, videoconference, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are there alternative sites closer to campus that would result in lower travel costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
In the case of travel to an event, is it necessary for more than one employee from a division to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the information, instead, be shared with colleagues by the person who was authorized to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Could the trip be postponed or canceled? What is the fiscal consequence of postponing or canceling the trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No

 DEAN OR DIVISION HEAD SIGNATURE/DATE

APPROVED NOT APPROVED



Annual Instructional Academic Staff Promotions Timeline

Application due to applicant's department chair	Last Wednesday in November
Applications due to applicant's dean's office	First Wednesday in December
Application due to Academic Staff Assembly Office, 2002 Ambrose Health Center by 4:30 p.m.	Second Wednesday in December
Promotion Committee presents ranking, scores and recommendations of all applicants to the Academic Staff Assembly.	February
Academic Staff Assembly Chair forwards ranking, scores and promotion recommendation to the Provost.	February

See <http://www.uww.edu/asa/0607promotimeline.html>. Last updated September 20, 2008.

The Following Are To Be Included In Your Promotion Application

(Please submit in the order given using the bold-faced headings)

REMINDER: If you are applying for promotion to level 2, include all activities since your date of hire at UW-Whitewater. If you are applying for promotion to level 3 or level 4, include only activities since your last promotion. If you have a split appointment in two or more areas, you will need to supply information for any appointment that constitutes 25% or more.

I. Job Description including the Academic Staff/Supervisor Distribution of Effort Agreement (SDEA)
<http://www.uww.edu/acadstaff/PB.html> **Two page total; one page for job description and one page for SDEA**

Please provide a description of your position in narrative form.

II. Self-Evaluation. (Weighted 70%) Eight page total maximum per appointment.

A. In narrative form, please provide a qualitative analysis of your performance relative to your duties and responsibilities at UW-Whitewater. Please keep your comments relevant to the following criteria (per revised Academic Staff Promotion Policy, Nov. 1, 2006). (Two page maximum)

1. Overall quality of teaching performance.
2. Involvement in programs or professional meetings, etc, which focus on improvement of teaching or classroom management.
3. Evaluation of job duties other than teaching as per the Distribution of Effort Agreement form.

B. Include the following **documentation**. If unavailable, please explain why.

The blank and completed evaluation/review forms do not count toward your total number of pages.

1. Student evaluations: (one page maximum per appointment):
 - a. provide a blank copy of the teaching evaluation form,
 - b. a summary of scores, and
 - c. a brief interpretation of teaching evaluation scores for the past three years for each course taught in that period.

Applicants are encouraged to insert a table that includes your student evaluation scores for the past three years for each, your average teaching evaluation score and an explanation/interpretation of these data, as applicable (for example, teaching evaluation scores are often lower during the first year a new course is taught)

2. Peer evaluations; 2 maximum, if candidate chooses to include them.

If you have other positive contributions which should be considered in your evaluation, it is your option to include that material under the following headings:

C. Professional Activities/Awards in Present Level. (Two page maximum.)
 List your professional activities for each applicable area since last promotion or date of hire if no previous promotions have occurred. It is essential that you include dates. It will be helpful to the committee members if quantitative data is included where appropriate (i.e., a given committee's work may encompass five hours per week in addition to regular job duties). Please be specific so that the committee members may adequately and appropriately review your contributions.

1. Professional Memberships (include offices held or committees chaired)
2. Presentation at Meetings, Conferences, Seminars, and Workshops
3. Attendance at Meetings, Conferences, Seminars, and Workshops
4. Publications
5. Consulting
6. Professional Awards
7. Other Professional Activities Including Coursework to Expand Skills/Background or Toward an Advanced Degree

D. Contributions/Service to the University and Community. (One page maximum.)
 List your *job relevant* contributions/service, including your responsibilities, to your department, University, System, and community.

III. Letter of Evaluation From Department Chair. One page maximum per appointment.

IV. Letter of Evaluation from Dean of College. One page maximum per appointment.

Letters of Evaluation (guidelines for department chairs & deans of colleges)

Please use your department's letterhead and limit your comments to one page in length.

Areas that should be addressed are:

- a. overall quality of job performance
- b. creation and/or development of new programs, and/or enhancement of existing programs
- c. University service beyond the normal duties and responsibilities contained in the individual's job description (advising, committee membership, honors, projects, teaching, etc.)
- d. professional growth and service.
- e. job related community service

The two letters of evaluation combined will encompass 30% of the applicant's overall score. Applicants' letters of evaluation are scored from 0-5, with 0 being the lowest and 5 being the highest.

Before submitting your materials, make sure you have included all necessary information. If you have a split appointment, it is imperative that you provide information for all appointments that are 25% or more.

See <http://www.uww.edu/asa/adminforms.html>; Last Updated 9 September 2009.



**NON-INSTRUCTIONAL ACADEMIC STAFF
REWARDS AND RECOGNITION PROGRAM**

SPRING 2009 DEADLINES:

- 13 February 2009
- 13 March 2009
- 13 April 2009
- 13 May 2009

The Rewards and Recognition Committee, in cooperation with Chancellor Telfer and the Academic Staff Assembly, are pleased to announce continuation of a program to recognize non- instructional academic staff members who have demonstrated quality service and have significantly contributed to the goals and objectives of their department and/or the University.

The nomination/application form and review/selection criteria/rubric for the program are now available.

- [Nomination / Application Form](#)
- [Selection Criteria / Rubric](#)

Any faculty or staff, classified or unclassified, may nominate a non-instructional academic staff member. The rewards will be based on the nominee's efforts. A reward could be a letter from the committee or Chancellor or a one-time cash bonus (Limit \$250). The committee will review nominations/applications quarterly.

This program will be evaluated regularly. Any comments or recommendations to the committee would be appreciated. **Nominations must be submitted to the Office of Research and Sponsored Programs by 4:30 pm on the deadline. Nominations may also be sent via email to Denise Ehlen, Assembly Chair (EhlenD@uww.edu).**

The Rewards and Recognition Program is an outstanding way to show a colleague how much their hard work is appreciated. Please consider nominating a non-instructional academic staff member who has made significant contributions to their department or the campus community.

If you have any questions regarding this program, please don't hesitate to contact the Academic Staff Rewards and Recognition liaison, Michael Flanagan [Telephone: 262-472-5708, Email: FlanagaM@uww.edu]. You may also contact Assembly leadership for additional details.

- Denise Ehlen, Assembly Chair [Telephone: 472-5212, Email: EhlenD@uww.edu]
- Giuliana Miolo, Assembly Vice Chair [Telephone: 472-1485, Email: MioloG@uww.edu]

See <http://www.uww.edu/asa/rewards.html>. Last updated January 26, 2009

Non-Instructional Academic Staff Rewards and Recognition Nomination/Application Form

- Purpose:** The Rewards and Recognition Program recognizes non-instructional academic staff members who have demonstrated quality service and have significantly contributed to the goals and objectives of their division/college, department /unit, and/or the university.
- Eligibility:** Non-Instructional Academic Staff with a minimum 50% appointment are eligible to receive a Rewards and Recognition award. Academic staff members with a 50/50 split and that are considered instructional academic staff members are not eligible for an award. The contribution(s) of the nominee must have occurred during the period that the individual was classified as non-instructional academic staff and no more than 12 months prior to date of nomination.
- Nominations can be accepted from any staff or faculty member. Self nominations will also be accepted.***
- Rewards:** The committee will evaluate nominations quarterly (October, December, March, and May). Recommendations are based upon the evaluation criteria included as Appendix A of this application package. An award may include a letter of recognition from the committee or Chancellor and one-time cash award (Limit \$250). **Applications will be received and reviewed the 13th of each month from February to May 2009.**
- Format:** Please address how the individual has demonstrated quality service and has significantly contributed to the goals and objectives of the division/college, department/unit, and/or the University. Additional application preparation instructions are included on page 2.
- Applicants/nominators should refer to the selection criteria rubric in Appendix A when developing an application. The review committee will use these criteria when reviewing applications.
- Please limit the application/nomination to two (2) typed pages.**
- Review/Selection:** The review committee will evaluate applications using the selection criteria and rubric included as Appendix A. The current Rewards and Recognition Committee members are listed on the Academic Staff Assembly website (see <http://www.uww.edu/acadstaff/asa.html>). The Committee reviews applications and makes Reward and Recognition award recommendations. Recommendations are ratified by the Assembly and forwarded to the Chancellor, who makes final award decisions.

APPLICATION INSTRUCTIONS/FORMAT 2008-2009 DEADLINES: 2/13, 3/13, 4/13, & 5/13

The nomination/application must include the following information/sections :

Introduction and Connection to Goals and Objectives [Weighted x 2]

Name of Nominee:

Title:

Department:

Name of Nominator:

Title:

Department:

Phone:

Successful applicants/nominators will provide a strong rationale for an award. Applicants/nominators must describe the connection between the nominee's service and college/division, department/unit, and/or the university strategic plan or other goals/initiatives.

Significant Service/Contribution [Weighted x 2]

Describe the nominee's service/contribution. Successful applicants/nominators will clearly identify the nominee's significant contribution to the university above and beyond normal expectations.

Qualifications

The nominator/applicant must clearly describe the nominee's service context including pertinent information related to the nominee's position description and performance expectations. A compelling case must be presented and supported by detailed information and/or evidence.

Submission

Return original nomination/application the Office of the Academic Staff Assembly Chair (Denise Ehlen, Research and Sponsored Programs, 2237 Andersen Library) by 4:30 pm on the deadline. Applicants may also submit the nomination/application via email to Denise Ehlen (ehlend@uww.edu).

Questions

Contact Michael Flanagan (flanagam@uww.edu, 472-5708), the Academic Staff Assembly Liaison to the Rewards and Recognition Committee, if you have questions or require additional information regarding the nomination/application process.

Non-Instructional Academic Staff Rewards and Recognition Appendix A Review/Selection Criteria/Rubric

SCALE AND CRITERIA	1	5	10
APPLICATION [NOMINATION]	The nominee failed to submit a complete nomination/application form.	The nomination/application form is incomplete, exceeds page limitations, or was not submitted according to the posted deadline.	The nomination/application form is complete, adheres to all instructions, and was submitted according to the posted deadline.
INTRODUCTION AND CONNECTION TO GOALS AND OBJECTIVES [WEIGHTED X 2]	Author does not adequately introduce the nominee's service, no evidence-based justification for the award. Discussion of connection between the nominee's service and the goals / objectives of the department or university is not included.	Applicant does not adequately introduce the nominee, no evidence-based justification for a non-instructional academic staff reward and recognition award. Discussion of the nominee's service and departmental/university goals and / or objectives is incomplete. The author fails to make a compelling case.	The author provides a strong rationale for an award. The connection between the nominee's service and department, college, and/or university goals or objectives is clear and compelling.
SIGNIFICANT SERVICE [WEIGHTED X 2]	There is no discussion of nominee's "demonstrated significant quality service". It is unclear if the service qualifies as significant.	The discussion of nominee's "demonstrated quality service" is incomplete. There is little explanation for or evidence presented that the service qualifies as "significant."	Nominee's service is thoroughly described. It is clear that the nominee has made a significant contribution to the university above and beyond normal expectations.
QUALIFICATIONS	No evidence that the nominator is familiar with nominee's position, performance expectations, or goals of the department/university as relevant to the nominee's service.	The author provides some data indicating s/he is familiar with the service/performance expectations for the nominee and relevance to departmental or university goals. Information is incomplete or requires inference.	The nominator clearly describes service context including pertinent information related to the nominee's position description and performance expectations. A compelling case is presented and supported by detailed information and/or evidence.

MAXIMUM POINTS AVAILABLE

60

Ehlen, Denise

From: Hollar, Chris
Sent: Wednesday, September 09, 2009 5:59 PM
To: Ehlen, Denise; Miolo, Giuliana
Subject: LGBTaskforce Meeting

Hello Denise and Giuliana,

We had our LGBTaskforce meeting today and we discussed the following items:

- Lauren Smith from the Women's Studies department requested members to help read over conference proposals over the next few months to make selections (five people volunteered) for the Women's Conference coming this April
- We would like to have all members of the LGBT committee submit BIO's to Kyle Naff to place on our blog. Kyle will also be creating a Facebook "Fan" group with a link to the blog
- The Safe Zone Training Locations and Times are:
 - Sept. 29th from 11:30 to 12:30pm in UC 259B
 - October 28th from 12:30 to 1:30pm in UC 264
 - December 3rd from 1:30 to 2:30pm in UC 264
- We are submitting two Board of Regents Diversity awards to Dr. Ogunsola
 - One for a Student Laura Stiegerwald for "The Bible Tells Me So"
 - One for the Hilary Clinton collaboration
- The Fraternity "Delta Lambda Phi" has raised about ¾'s of the \$600 to become a charter Fraternity. They need to raise the rest by October 1st and have more than 5 people (they currently have 7)
- The Lesbian Sorority is still working on their charter and need 10 people to submit to be a charter and only have 5 people and they are still look for an advisor
- At the New Staff Orientation Fair we had 7 people sign up that they were interested in participating in a Safe Zone program
- The Naming of the PRIDE Center in the Warhawk Involvement Center to the PB Poorman PRIDE Center was raised as a concern because of seemingly other widely noted exceptions regarding naming campus. When Kim Simes and Eric Barber meet with Chancellor Telfer for the Annual Summary they will request to find out how those exceptions were made and if they could be allowed to follow that same procedure
- There was a request made to Susan Johnson regarding the Letters and Science Lecture Series to have a speaker who is out speak on contemporary topics
- UHCS is starting to screen students for the "Questioning" group. They have low numbers so if faculty/staff run into students who may be struggling please send them to Gwen Herring over at UHCS.

Respectfully submitted, if you have questions just let me know.

Thanks

Chris

Christine Hollar, NCC
Leadership Advisor
262-472-1167
hollarc@uww.edu



ACADEMIC AFFAIRS



ehlend

AGENDA ITEM 5B

[UW System Home](#) > [Offices](#) > [Academic & Student Services](#)

Academic & Student Services

Academic Staff Representatives

[Academic Staff Reps Home](#) | [Roster](#) | [Campus Websites](#)

Calendar of Meetings 2009-10

Meeting times:

Face-to-face: 9:00 a.m. - 2:30 p.m.

Video Conference: 9:00 a.m. - 12:00 noon

For further information, contact Bob Jokisch at 608-262-5450.

September 25, 2009

Joint Meeting with Faculty Reps

Academic Staff Reps meet in Room 1920 Van Hise

[Agenda](#)

[Minutes](#)

October 30, 2009

Joint Meeting with Faculty Reps

Academic Staff Reps meet in Room 224 at 780 Regent St.

[Agenda](#)

[Minutes](#)

December 4, 2009

Joint Meeting with Faculty Reps (with President Reilly)

Academic Staff Reps meet in Room 1920 Van Hise

[Agenda](#)

[Minutes](#)

January 8, 2010

Video Conference - Room DE310 - Pyle Center

[Agenda](#)

[Minutes](#)

February 19, 2010

Joint Meeting with Faculty Reps

Academic Staff Reps meet in Room 1820 Van Hise

[Agenda](#)

[Minutes](#)

March 19, 2010

Joint Meeting with Faculty Reps

Academic Staff Reps meet in Room 1920 Van Hise

[Agenda](#)

[Minutes](#)

May 7, 2010

Joint Meeting with Faculty Reps (with President Reilly)

Academic Staff Reps meet in Room 1820 Van Hise


[Agenda](#)











[Minutes](#)

Summer 2010

Academic Staff Leadership Conference

2009-2010 SPBC MEETINGS

 Recurrence: (none) (23 items)

	SPBC	UC261	Tue 5/11/2010 2:15 PM	Tue 5/11/2010 3:30 PM	
	SPBC	UC261	Tue 4/20/2010 2:15 PM	Tue 4/20/2010 3:30 PM	
	SPBC	UC261	Tue 3/16/2010 2:15 PM	Tue 3/16/2010 3:30 PM	
	SPBC	UC261	Tue 2/16/2010 2:15 PM	Tue 2/16/2010 3:30 PM	
	SPBC	UC261	Tue 12/15/2009 2:15 PM	Tue 12/15/2009 3:30 PM	
	SPBC	UC261	Tue 11/17/2009 2:15 PM	Tue 11/17/2009 3:30 PM	
	SPBC	UC259	Tue 10/20/2009 2:15 PM	Tue 10/20/2009 4:15 PM	
	SPBC	UC259	Tue 10/13/2009 2:15 PM	Tue 10/13/2009 4:15 PM	
	@ SPBC	UC261	Tue 9/15/2009 2:15 PM	Tue 9/15/2009 3:30 PM	
	SPBC/Joint meeting Faculty ...	UC259	Tue 7/21/2009 2:15 PM	Tue 7/21/2009 3:30 PM	



Office of Human Resources & Workforce Diversity

1564 Van Hise Hall
1220 Linden Drive
Madison, Wisconsin 53706-1525
(608) 263-4384
(608) 265-3175 Fax
email: acrist@uwsa.edu
website: <http://www.uwsa.edu/hr>



ehlend
AGENDA ITEM 6B

July 31, 2009

MEMORANDUM

TO: Faculty and Academic Staff Members

FROM: Alan N. Crist
Associate Vice President for Human Resources and Workforce Diversity

RE: Frequently Asked Questions Regarding Collective Bargaining Legislation for UW Faculty and Academic Staff

As a result of enabling legislation included in the 2009-11 Budget Bill, UW faculty and academic staff now have the right to organize and join a labor organization (union) of their own choosing. There is now a separate subchapter of the state employment relations statutes for faculty and academic staff in the UW System which provides:

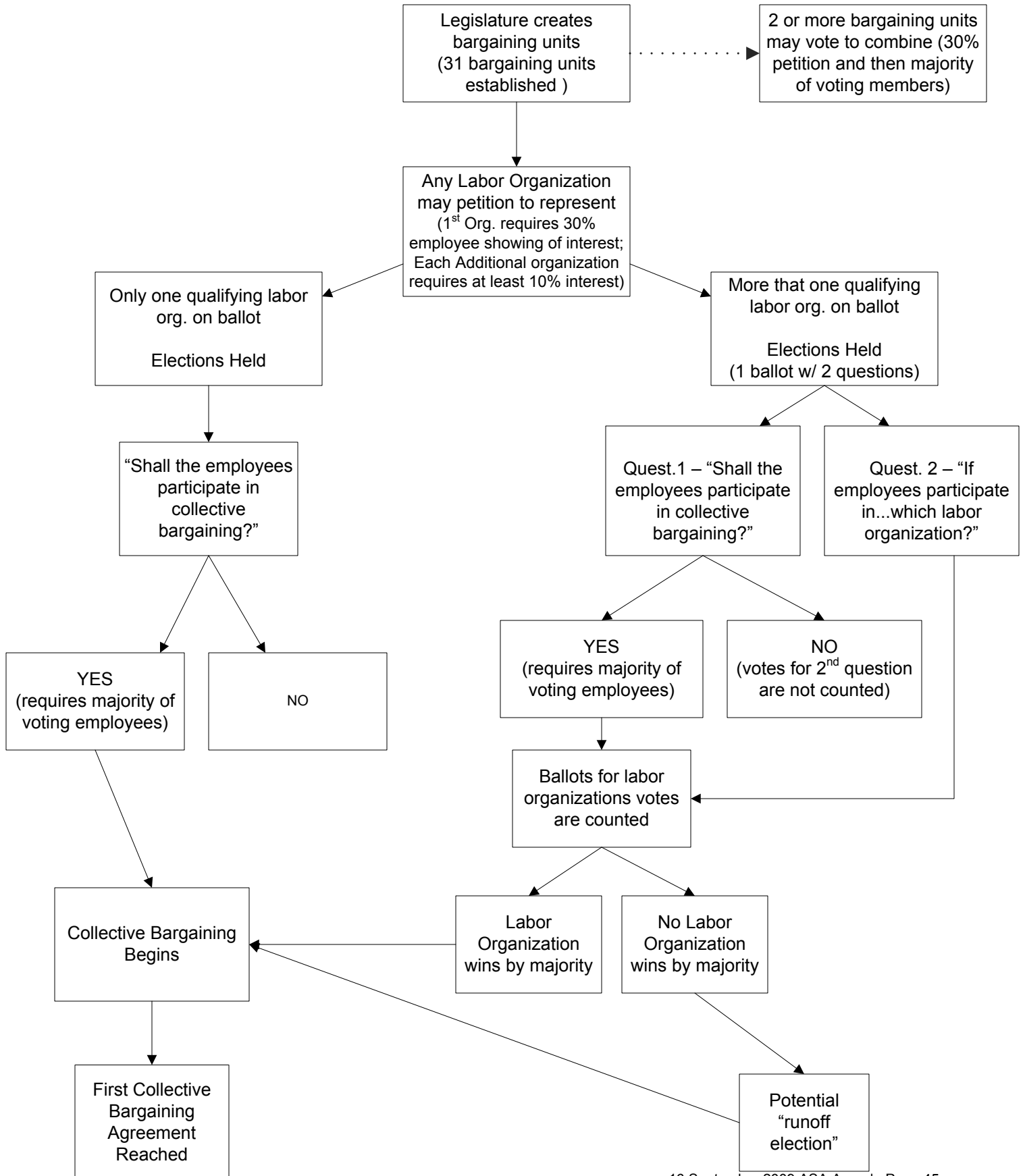
Employees [faculty and academic staff] shall have the right to self-organization and the right to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing under this subchapter, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection. Employees shall also have the right to refrain from such activities.

We have developed some informational material and a document answering frequently asked questions for your reference and posted them on our website at: <http://www.uwsa.edu/hr/barglegis.html>. I welcome your submission of other questions that you would like addressed. Please send questions to your institution's Human Resources Office.

Thank you.

- cc: Board of Regents
 UW System President & Cabinet Officers
 Chancellors
 Provosts
 Chief Business Officers
 Chief Student Affairs Officers
 Human Resource Directors
 Academic Personnel Officers
 Academic Staff Representatives
 Faculty Representatives
 Office of State Employment Relations

Faculty & Academic Staff Collective Bargaining Process



Collective Bargaining Process UW System

Academic Staff

Right to Bargain Collectively

- The right to bargain collectively has been approved in the Governor's budget, and faculty and academic staff (AS) now have the right to determine whether they would like to have union representation on their campus.
- Unions may be formed in one of the following, or any combinations thereof:
 - Faculty on a campus
 - AS who are not supervisors on a campus
 - Faculty and AS together on a campus
 - Multiple campuses together
- AS supervisors may form a union across the System, but may not combine with nonsupervisory AS or faculty.

Unionization of AS: Recruitment

- A union may send representatives to a campus to recruit potential members.
- The union needs to collect signatures from at least 30% of the AS showing interest. This may be done with a petition, recruitment cards, etc.
- The union then files those signatures with the Wisconsin Employment Relations Commission (WERC), requesting an election on the campus.
- Other unions may join the ballot by collecting signatures of only 10% of the AS showing interest.

Unionization of AS: Election

- WERC arranges an election.
- The election ballot will ask the AS whether they wish to be represented by Union A, Union B, Union C, etc., or by NO union.
- Ballots may vary depending on the number of unions that are on the ballot, but the "NO union" option will always be present.

Unionization of AS: Election

- A union wins the election if it receives 50% plus 1 of the votes—***of those who voted***.
- ***If you do not vote, you allow others to decide whether you will be represented by a union or not, and if so, which union.*** The union does not need to win the election by obtaining a majority of the eligible voters, only of those who vote.
- There may be run-off elections, depending on the outcome.

Unionization of AS: Outcome

- Once a bargaining unit is established, combining may occur (faculty/AS, multiple campuses, etc.), if the unit was not originally formed that way.
- Once a union is voted in, it remains in place until a new election occurs, if a change is desired.
- Bargaining will focus on wages, fringe benefits, hours, grievance procedures, etc.; bargaining agreements last 2 years before renegotiation.
- Bargaining cannot diminish the rights of AS under Sections 36.09 (4m) or 36.15 of the Wisconsin Statutes.

Unionization of AS: FAQs

- Q: If I sign a recruitment card, who sees it?
A: The union that is recruiting you, and WERC.
- Q: Am I at risk for any type of job action if I choose to join a union, or choose not to join a union?
A: No. You are protected against retaliation.
- Q: Can union organizers (representatives) visit you at your place of work?
A: If you are approached at work, you may accept literature and set up a time outside of normal work hours for discussion. You may also ask the union representative to leave. Contact your supervisor or HR office for assistance.

Unionization of AS: FAQs

- Q: If I sign a recruitment card or petition, how long is it in effect?
A: 1 year.
- Q: If I sign a recruitment card for one union, may I sign another one?
A: Yes, but only the first one that is presented to WERC will be counted.
- Q: If I sign a recruitment card for a union, does it obligate me to join that union?
A: No, there will be an election in which you will be able to vote.

Unionization of AS: FAQs

- Q: If my campus elects a union, do I need to become a member?
A: No. You will automatically be represented by the union, but you do not need to become a dues-paying member. However, if there is a successful "fair share" election, you **will** be required to pay dues.
- Q: If I choose not to sign a recruitment card, or not to vote in the election, or to vote "NO union" in the election, could I still be represented by a union?
A: Yes, a union needs only to get 50% plus 1 of the voters to become the union that represents you, regardless of your actions.

Unionization of AS: Additional Information

- More information is available from the UW System Human Resources office at <http://www.uwsa.edu/hr/barglegis.html>

*This presentation was created by the Academic Staff Representatives Council
8/20/09*

Faculty & Academic Staff Collective Bargaining Process Written Summary of Information in Flowchart

- 1) Creation of Bargaining Units (BU)
 - a) The Legislature passed enabling legislation establishing the potential for the formation of 31 bargaining units (BU).
 - i) 2 or more BUs could vote to combine - would require 30% petition and then majority vote in an election of voting members

- 2) Interested Labor Organizations may petition to represent each BU – The first Organization would need a 30% showing of interest. Each additional Organization would need a 10 % showing of interest.
 - a) If there is only one qualified Labor Organization on ballot, ballot will contain one question
 - i) “Shall the employees participate in collective bargaining?” Yes vote requires a majority of voting employees
 - b) If there is more than one qualifying Labor Organization on ballot, ballot will contain two questions
 - i) Question 1 “Shall the employees participate in collective bargaining?”
 - a) Yes (requires majority of voting employees) – votes for question 2 are then counted
 - b) No – votes for question 2 are not counted
 - ii) Question 2 “If the employees participate in collective bargaining...which labor organization should represent?”
 - a) Labor Organization wins by majority
 - b) No labor organization wins by majority
 - (a) Potential run-off election

- 3) If parties vote to organize and when representation is determined, negotiation of the first collective bargaining unit agreement(s) may begin.

AGENDA ITEM 6B.



Unit Clarification Process UW System

Academic Staff

What Is Unit Clarification?

- Unit clarification is the legal process used to ensure that membership in an existing collective bargaining unit is properly constituted.
- It is a review of your job duties and responsibilities to determine whether they are appropriate to the title given to the job, whether that title is an academic staff title or classified staff title, and whether that title is currently represented by a union.

What Is Unit Clarification?

- Academic staff (AS) is defined in Chapter 36 of the Wisconsin Statutes as:
"...professional and administrative personnel with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration..."

Will Unit Clarification occur?

- Unit clarification may occur if a union petitions the Wisconsin Employment Relations Commission (WERC).
- UW System believes the assignment of employees to unclassified service to be appropriate under the relevant authority granted the Board of Regents.

Will Unit Clarification Occur?

- UW System does not believe that WERC has the authority to transfer employees from unclassified service to classified service.
- ***UW System plans to oppose any union request for unit clarification, and exert all efforts to ensure that UW employees retain the right to choose whether or not to be represented.***

What Might Unit Clarification Mean to Me?

- If unit clarification occurred and it was determined that the duties and responsibilities of your position do **not** meet the definition of an academic staff position, your position would be converted to a classified staff position.
- If the classified title is one for which there exists union representation, the movement to classified staff would mean placement in that union and automatic representation by that union. Depending on the method of dues payment, you may be required to pay dues.

What Might Unit Clarification Mean to Me?

- While unit clarification is not directly related to collective bargaining, an employee who is added to a union automatically through unit clarification will lose the right to vote on the matter.
- Union representatives approaching you at your workplace to discuss unit clarification is unacceptable.

This presentation was created by the Academic Staff Representatives Council 8/20/09



To: Jonathan Enslin, Assistant Chancellor for University Advancement
Chair, Memorial Committee

From: Chancellor's Task Force on LGBT Issues
Eric Barber, Co-Chair
Kim Simes, Co-Chair
Chris Hollar, PRIDE Center Coordinator
IMPACT Student Organization
Laura Steigerwald, Executive Director

Date: August 14, 2009

Re: Proposal for Memorial Name Request

Cc: Chancellor Telfer
Hephzibah Kumpaty, Chair – Faculty Senate
Denise Ehlen, Chair – Academic Staff Assembly
Tim Scully, President – Whitewater Student Government
Ron Buchholz, Director – Career & Leadership Development

Attached you will find a second Proposal for Memorial Name Request in honor of Dr. Paula (P.B.) Poorman. This was originally submitted in 2007 and was denied because there had not been 5 years of separation from the university. We are resubmitting this request and asking for an exception to this rule based on the recent exceptions that were made for the Jim Miller Baseball Stadium and the Kris Russell Court.

Proposal for Memorial Name Request

Organization(s) or Entity Making the Request:

Chancellor's Task Force on LGBT (Lesbian, Gay, Bisexual, and Transgender) Issues
IMPACT Student Organization

Campus Location to be Named:

The newly formed PRIDE Resource Center which is located in the Warhawk Involvement Center, University Center

The Proposed Memorial Name:

The Paula "P.B." Poorman PRIDE Center

Request for exception:

We are requesting this exception be made given the fact that last spring, two other exceptions were made in the naming of the Jim Miller Baseball Stadium and the Kris Russell Court without them being separated from the university for five years.

The Chancellor's Task Force is also requesting that an exception be made to the guideline which states, "The committee will not review a petition to name a location on campus after a faculty or staff member until they have separated from full-time employment at the University for at least five years." Because the PRIDE center is relatively new and has a purpose of serving as a gathering place for students who either identify as LGBT or are allies, the timing to name this after PB is ideal. We also recognize that the PRIDE center is only one part of a larger facility (the Warhawk Involvement Center).

UW-Whitewater is also hosting the 2010 Women's Studies and LGBT Conference and it would be a true honor to be able to highlight the PRIDE Center, given P.B.'s continuous efforts working with numerous of the conference attendees.

Rationale for the Memorial Naming Request:

Prior to her tragic death in June 2007, Professor Paula "P.B." Poorman served as an insightful and compassionate leader on the UW-Whitewater campus, within the UW System, and in our State in the areas of social justice, LGBT concerns, and women's issues. P.B. played an instrumental role in the foundation and development of the LGBTQ Inclusivity Initiative. She was a member of the Steering and Research Committees at the inception of the Initiative. P.B. took on the daunting task of investigating various campus climate research models and made the initial contacts with Susan Rankin regarding implementing a system-wide campus climate study. P.B.'s initial research has resulted in the UW System funding a pilot project for UWS institutions to implement the Rankin Campus Climate Study since fall 2007. P.B. was a strong voice in the Initiative, rallying members with humor and determination to continue with advocacy when things looked bleak, and cajoling and urging the administration to continue moving further in its support of LGBTQ students, faculty, and staff. Her legacy to Wisconsin, the University of Wisconsin System and the LGBTQ community is immeasurable.

A talented and gifted professor, Dr. Poorman epitomized the highest ideals of the professoriate. She loved to teach and loved encouraging students to go further than they ever thought they could with their education. She was the author of *Microskills and Theoretical Foundations for Professional Helpers*. Her scholarly work focused on underserved populations and issues of powerlessness and privilege. Her research on domestic violence and oppression has been published in numerous professional articles and presented at state, regional and national conferences. Whether it was through the mentorship and teaching of her students, the support she provided to her colleagues and to our institution through service, or the time and care she gave to students, staff and the faculty to make our campus and our community a better place, P.B. was an energetic and positive force for change.

Of particular relevance to this naming request is the leadership that Professor Poorman provided to our campus with regard to LGBT concerns, particularly in her role as Chair of the Chancellor's Task Force on LGBT Issues. The following quotations best illustrate her positive impact on the lives of her students, her faculty colleagues –

both here and away – and on our campus community (excerpts taken from the UW-Whitewater Book of Remembrance):

From a UW-Whitewater faculty member:

“P.B. embodied pure courage, the real kind. She lived life authentically, no matter what others thought. She was not afraid to be an out lesbian, in a society that, for all its stylish cliches, really thoroughly disapproves. She was not afraid to be a scholar, a lover of knowledge in all its forms, in a (relatively) impoverished American cultural landscape. And, she was not afraid to be SILLY, absolutely so, when the moment required!”

From a UW-Whitewater alumna:

“When I heard about Poorman's tragic death, I was in shock. I had her for Psychology of Women and enjoyed her class tremendously. However, the class that stands out most in my mind is the Introduction to Lesbian Studies class Poorman taught with her partner. At the time, I was struggling with my sexuality and it was uplifting to see an "out" lesbian couple so satisfied with their lives. I know Poorman will be greatly missed, but her presence will have an everlasting effect.”

From a UW-Whitewater faculty member:

“PB was a bright light and a visible, supportive, lesbian presence on campus. I will remember her especially for her good humor and energy, her tireless work on the Inclusivity Initiative, her dedication to student learning, and her commitment to ending violence against women and to showing respect for all persons. She is a model of lesbian integrity.”

From former Asst. Chancellor for Student Affairs, Roger Ludeman:

“The loss of Paula (P.B.) Poorman is tragic. Yet in every loss there is a lesson for the survivors. In this case it was the importance of seeing every human being as valuable and with potential. No matter what our background or characteristics, P.B., unjudging and uncompromising at the same time, saw each of us as a valuable addition to the human race. Faculty and staff members like P.B. are pillars in promoting enhanced student learning and success in a framework of diversity. Her record in that regard speaks volumes about the need to continue her legacies of high expectations and deep caring.”

From a professional colleague:

“Sometimes you meet a person whose honesty, clarity and integrity are both obvious and inspiring. P.B. was such a person for me. Never did I doubt that she would put in the extra effort to make sure that student's rights were protected and that a project would be academically sound. Our community is better because she was here and sadder because we have lost her.”

From a current UW-Whitewater student:

“Through her teachings I learned a lot about who I am; through her mentorship I learned a lot about who I want to be. She filled so many with her knowledge and passion for equality.”

From a faculty colleague:

“I admired her for her commitment to LGBTQ social justice issues and for her research and writing on battering in lesbian relationships. She enriched our campus and our community.”

Ehlen, Denise

From: Enslin, Jonathan C
Sent: Friday, August 14, 2009 5:30 PM
To: Simes, Kim
Cc: Telfer, Richard J; Di Motto, Melissa M; Williams, Susan M; Augustin, Margaret J; Barber, Eric; Buchholz, Ron; Edmonds, Amy; Estrup, Cynthia A; Fox, Robin K; Helm, Amanda; Hering, Gwen E; Hollar, Chris; Jansen, Stephen C; Johnson, Edric C; Kohberger, Kenneth; Lebens, Crista; Mackin, Mary Beth; Mallin, Jill; Mather, Kathy; Naff, Kyle P; Rollings, Joel M; Schouten, Faye; Smith, Harlan; Smith, Lauren B; Steigerwald, Laura; UW-W Impact; Widen, William C; Kumpaty, Hephzibah J; Ehlen, Denise; Scully, Timothy A
Subject: RE: Memorial Name Request

Kim:

I will speak with the Memorial Committee about this request the next time we have business in front of us. However, you are mistaken that the Committee made an exception to the rules regarding both Jim Miller and Kris Russell. Jim Miller retired from the University after the 2004 baseball season. Kris Russell retired after the 2004 volleyball season. (The court naming is not taking place until the 2009 Volleyball season starts.)

My feeling is that it would be inappropriate for the Memorial Committee to grant an exception to our rules, mostly because I don't believe that we have the authority at the Committee level to grant such an exception. And considering that it has only been two years since her tragic passing, that would be a considerable exception to make.

Thanks.

Jon

Jonathan C. Enslin

Assistant Chancellor for University Advancement University of Wisconsin - Whitewater 800 West Main Street Whitewater, WI 53190

From: Simes, Kim
Sent: Friday, August 14, 2009 4:32 PM
To: Enslin, Jonathan C
Cc: Telfer, Richard J; Di Motto, Melissa M; Williams, Susan M; Augustin, Margaret J; Barber, Eric; Buchholz, Ron; Edmonds, Amy; Estrup, Cynthia A; Fox, Robin K; Helm, Amanda; Hering, Gwen E; Hollar, Chris; Jansen, Stephen C; Johnson, Edric C; Kohberger, Kenneth; Lebens, Crista; Mackin, Mary Beth; Mallin, Jill; Mather, Kathy; Naff, Kyle P; Rollings, Joel M; Schouten, Faye; Smith, Harlan; Smith, Lauren B; Steigerwald, Laura; UW-W Impact; Widen, William C; Kumpaty, Hephzibah J; Ehlen, Denise; Scully, Timothy A; Buchholz, Ron; Simes, Kim
Subject: Memorial Name Request

Greetings Jon – attached you will find our re-submission for the Memorial Committee's consideration in the naming of the PRIDE Center after Dr. P.B. Poorman. Please let me know if you need any additional materials. Thank you, k-

Kim Simes
UW-Whitewater
Student Life and First Year Experience
800 West Main Street
University Center, 245
Whitewater, WI 53190
phone ~ 262.472.1939
fax ~ 262.472.4944

Integrity ~

We make a living by what we get.

We make a life by what we give.

~~Krupps~~
for Myrna



ehlend
AGENDA ITEM 6FA1

Allan W. Davis

Associate Professor of University Library
Ph.D. University of Missouri – Columbia
M.L.S. Indiana University
M.A. Pennsylvania State University
B.A. Rutgers University

Whereas, Associate Professor Allan Davis has been a valued member of the University Library staff from 1987 to 2008, his abilities and his dry wit and good humor being much appreciated by his colleagues; and

Whereas, he has served University Library in a number of roles – Serials Librarian, Technical Processing Coordinator, and Automation Coordinator; and

Whereas, as Serials Librarian for ten years, he was heavily involved in automating the workflow of the unit, in shifting the entire serials collection from one level of the library to another, and in planning and directing the work of the unit; and

Whereas, as Automation Coordinator for the last ten years, he has overseen the migration of the library online catalog from LS2000 to NOTIS and from NOTIS to Voyager, has maintained the software for the catalog and other library programs, and has kept the library staff's workstations and automated tools up and running; and

Whereas, Associate Professor Davis has served the University through membership on the Academic Development Committee, Faculty Elections Committee (Chair), Campus Landscape and Planning Committee (Secretary), and faculty grievance committees; and

Whereas, he has served the University of Wisconsin System as a member of the System library automation managers group; and

? Whereas, the tenured faculty of University Library have voted to recommend that Associate Professor Davis be given the designation of associate professor emeritus;

Therefore, be it resolved that the Faculty Senate of the University of Wisconsin-Whitewater thanks Associate Professor Davis for his service to the University, wishes him a long and happy retirement, and recommends his designation as an emeritus of this University.



The University of Wisconsin-Whitewater
Academic Staff Assembly

RECOGNIZES THE RETIREMENT OF

Allen R. Einerson

ehlend

AGENDA ITEM 6FA2

WHEREAS, *Dr. Einerson has faithfully served the University of Wisconsin-Whitewater for 25 years; and*

WHEREAS, *Dr. Einerson has served as Senior Developmental Skills Specialist in Academic Support Services*

WHEREAS, *Dr. Einerson demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater*

THEREFORE BE IT RESOLVED *that the Academic Staff Assembly acknowledges Dr. Allen Einerson's years of distinguished service with appreciation and gratitude; and*

BE IT FURTHER RESOLVED *that the Academic Staff Assembly extends to him its best wishes for a long, fulfilling, and well-deserved retirement.*


The University of Wisconsin-Whitewater
Academic Staff Assembly

RECOGNIZES THE RETIREMENT OF

Allan P. Haberman

WHEREAS, *Allan Haberman has faithfully served the University of Wisconsin-Whitewater for 32 years; and*

WHEREAS, *Allan Haberman has served as Director of Student Financial Services;*

WHEREAS, *Allan Haberman demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater*

THEREFORE BE IT RESOLVED *that the Academic Staff Assembly acknowledges Allan Haberman's years of distinguished service with appreciation and gratitude; and*

BE IT FURTHER RESOLVED *that the Academic Staff Assembly extends to him its best wishes for a long, fulfilling, and well-deserved retirement.*



The University of Wisconsin-Whitewater
Academic Staff Assembly

RECOGNIZES THE RETIREMENT OF

John D. Peterson

WHEREAS, *John Peterson has faithfully served the University of Wisconsin-Whitewater for twenty-six years; and*

WHEREAS, *John Peterson has served as University Center Assistant Director of Operations;*

WHEREAS, *John Peterson was instrumental in initiating and collaborating in the development of new and improved services, programs and facilities for use by the University community; and*

WHEREAS, *John Peterson has worked diligently to make the University Center a preferred location for student, staff, faculty and other UW-Whitewater stakeholder events; and*

WHEREAS, *John Peterson has served on many University committees representing the needs of students, staff, faculty and the University Center; and*

WHEREAS, *John Peterson played a major role in the design of both the 1988 and 2006 University Center additions and remodeling projects; and*

WHEREAS, *John Peterson contributed to student experiential learning by significantly enhancing the University Center and Academic Student Building Manager programs on campus; and*

WHEREAS, *John Peterson served as a mentor, friend and role model to many students throughout his career at the University Center*

WHEREAS, *John Peterson played a major role in the development of new processes and policies to operate the new University Center opened in January, 2008; and*

WHEREAS, *John Peterson demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater*

THEREFORE BE IT RESOLVED *that the Academic Staff Assembly acknowledges John Peterson's years of distinguished service with appreciation and gratitude; and*

BE IT FURTHER RESOLVED *that the Academic Staff Assembly extends to him its best wishes for a long, fulfilling, and well-deserved retirement.*


The University of Wisconsin-Whitewater
Academic Staff Assembly

RECOGNIZES THE RETIREMENT OF

Roger L. Pulliam

- WHEREAS,** *Dr. Roger L. Pulliam faithfully served the University of Wisconsin-Whitewater for 20 years; and*
- WHEREAS,** *Dr. Pulliam served as Assistant Vice Chancellor with distinction; and*
- WHEREAS,** *Dr. Pulliam previously served as Director of the Educational Opportunity Program; and*
- WHEREAS,** *Dr. Pulliam prepared successful grants applications to initiate and support the McNair Program and four different TRIO programs; and*
- WHEREAS,** *Dr. Pulliam effectively led programs for the recruitment and support of minority and disadvantaged students, all resulting in an increase in the number of multicultural students on campus, and developed a welcoming and nurturing environment for these students; and*
- WHEREAS,** *Dr. Pulliam coordinated all activities in close liaison with other University offices involved in the Academic Support Services programs; and*
- WHEREAS,** *Dr. Pulliam, as a people-oriented administrator and an advocate for students, ensured that all students were served efficiently and effectively by assisting and communicating with parents, administrators, faculty, and staff supporting these students; and*
- WHEREAS,** *Dr. Pulliam maintained strong relationships with all academic departments, faculty, staff, and Student Financial Services with whom he worked; and*
- WHEREAS,** *Dr. Pulliam served as a Fellow in the Academic Leadership Academy of the American Association of State Colleges and Universities and an intern at Indiana University Purdue University in Indianapolis; and*
- WHEREAS,** *Dr. Pulliam was effective member of the University's Plan 2008 and Equity Scorecard Committees; and*
- WHEREAS,** *Dr. Pulliam directed the Undergraduate Research and University Honors Programs; and*
- WHEREAS,** *Dr. Pulliam continuously pursued new programs to enhance student recruitment, retention, and graduation; and*
- WHEREAS,** *Dr. Pulliam provided vital leadership for study abroad programs for minority and disadvantaged students; and*
- WHEREAS,** *Dr. Pulliam was Assistant Professor in the department of Curriculum and Instruction and taught classes in Race and Ethnic Cultures; and*
- WHEREAS,** *Dr. Pulliam, as an advancement officer, raised private support for the University; and*
- WHEREAS,** *Dr. Pulliam demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and*
- WHEREAS,** *Dr. Pulliam was nominated for the rank of Assistant Vice Chancellor Emeritus;*
- THEREFORE BE IT RESOLVED** *that the Academic Staff Assembly acknowledges Dr. Roger L. Pulliam's years of distinguished service with appreciation and gratitude; and*
- BE IT FURTHER RESOLVED** *that the Academic Staff Assembly extends to him its best wishes for a long, fulfilling, and well-deserved retirement.*