


EVERYTHING YOU'VE ALWAYS WANTED
TO KNOW ABOUT INDEFINITE STATUS
BUT...

Instructional and Research
Academic Staff Review Committee
January 19, 2021


1



Learning objectives

- After this workshop, attendees will be able to:
 - Access and utilize academic staff and IRASRC policies and procedures
 - Correctly list and describe the key elements of an indefinite review file
 - Identify the characteristics of a quality indefinite file
 - Explain the process for submitting indefinite review files


2



Learning objectives (cont.)

- After this workshop, attendees will be able to:
 - Make an informed choice regarding open and closed meetings for indefinite review purposes
 - Define the role of the executive committee, the Dean, the IRASRC and the chancellor in the indefinite status decision


3



IRASRC members

- **Susan Cashin**, Clinical Professor, College of Health Sciences
- **Scott Corley**, Senior Lecturer, Peck School of the Arts
- **Stuart Moulthrop**, Professor, College of Letters and Sciences
- **John Reisel**, Professor, College of Engineering and Applied Sciences
- **Patricia Richards**, Senior Scientist, College of Letters and Sciences
- **Kate Scholz**, Senior Lecturer, College of Letters and Sciences
- **Vipavee Thongpriwan**, Clinical Associate Professor, College of Nursing


4



First things first

- What is indefinite status?
 - An indefinite appointment is a recognition of an academic staff member's professional development and contribution to the objectives of the University of Wisconsin-Milwaukee.
- Terminate only for budgetary and program reasons or for cause
- AS Policy: UWM Chapter 107 PROMOTION TO INDEFINITE APPOINTMENT


5



Policies and Procedures

- Academic staff policies
 - <http://uwm.edu/secu/policies/as/>
- Current IRASRC policies
 - <https://uwm.edu/secu/wp-content/uploads/sites/122/2018/12/IRASRCOpPol.pdf>


6



What is the role of IRASRC?

- Advisory
- Decision to forward status change to the Chancellor rests with the Dean


7



Time frame

- At least 1 year of probationary service must be completed
- Review process must be completed by the end of the sixth year.
- Anything in between is acceptable


8



Process of approval

- Forwarding a candidate's file for indefinite review is the purview of the executive committee.
- Requires recommendation of the executive committee
- Review by IRASRC (as requested by the dean)
- Recommendation of the Dean to the Chancellor


9



Process of approval (cont.)

- Indefinite status is a STATUS change
- Achieving indefinite status is not a promotion but a change in status.
<http://uwm.edu/secu/wp-content/uploads/sites/122/2014/07/promotional-increments.pdf>
- Per pay plan policy, a salary adjustment is required.


10



What are the review criteria?

- Proficiency in teaching and/or research and in performing duties or responsibilities as defined in the job description.
- Professional growth and development.
- Service, which might include service to the University, community and professional organizations
- Job description dictates weighting of each area


11



Electronic file submission

- Clearly delimit sections and number all pages consecutively


12



Preparing an indefinite file

- I. Table of Contents (number all pages of file)
- II. Resume
- III. Chronological Listing of Employment
- IV. Job Descriptions
- V. Letters of Appointment and Contracts
- VI. Performance Reviews
- VII. Summary of Teaching or Research Activities

13



Continued

- VIII. Summary of Professional Activities and Service
- IX. Departmental Executive Committee Recommendation Summary
- X. Candidate's Request for Open/Closed Meeting
- XI. Certification of the Contents of the Review File
- XII. Candidate's Response to the Department Executive Committee's Recommendation Summary
- XIII. Appendix: Supporting Documents (e.g. course syllabi, student evaluations, etc.)


14



When should I start putting my Review File together?

- The minute you start your job!
- Dedicate a drawer or space for your file
- Put everything together for each year
- This will make it a lot easier to keep documents together
- By the time you come up for an indefinite appointment, you will have everything in place


15



What do I have to document and how do I do it?

- Document everything!
- It is easier to throw things out later than it is to find something that is not there


16



Documents to retain

- Letters of appointment
- Contract renewals
- Changes to your appointment
- Position description(s)


17



Annual evaluations

- Procedures specified in UWM Academic Staff Personnel Policies and Procedures, Chapter 105: <https://uwm.edu/secu/wp-content/uploads/sites/122/2020/02/105.pdf>
- Evaluation forms available online at: <https://uwm.edu/secu/wp-content/uploads/sites/122/2014/07/acstaffeval.doc>

18



Annual evaluation process (according to the book)

1. Dean initiates review by alerting dept. chairs & employee.
2. Chair or supervisor (executive committee or its designee) requests your self-evaluation (prior to Dec. 1).
3. You submit a written self-evaluation (by Jan. 15).

19



Annual evaluation process (according to the book)

4. Your supervisor holds an evaluation meeting with you (no later than 20 working days after receipt of self-evaluation).
5. And gives a written performance evaluation (within 5 working days after the meeting).
6. You may make written response (within 10 working days).
7. Documents are filed in your official personnel file.

20



Annual evaluation process (realities)

- What if your supervisor doesn't hold a meeting or submit a written evaluation?
- Then your self-evaluation stands as the official performance evaluation.
- *Keep copies of every annual self-evaluation!*

21



Teaching evaluations and activities

- Quantitative and qualitative summary of evidence of teaching in student evaluations
- Written opinions from other instructors
- Contributions in the development and revision of courses
- Creative teaching methods and strategies
- Written recommendations from students
- Supervision of other courses and TAs

22



Research evaluations and activities

- VIIc Contributions of Research Activities
 - Publications (Author, Acknowledged)
 - Grants/Contracts (comments of reviewers)
 - Talks/Presentations
 - Experimental/Instrument
 - Training/Advising Students - letters

(Your file should reflect all that you do!)

23



Professional Development and Service

- What is expected?
 - Any combination of service to the campus, community or professional organizations.
 - Service is seen as especially valuable when it contributes to the university's mission of engagement with the community.

24



Professional Development and Service (cont.)

- What is professional development?
 - Any training or other experience related to the candidate's profession that enhances the candidate's ability to perform research or teaching duties at the university.
 - Can be formal or informal training, but should be documented in a way that explains how it enhances the candidate's capabilities in the profession.


25



Professional Development and Service (cont.)

- What service is required? How much is enough?
 - There isn't any formula or quantitative measure for what constitutes "enough" service.
 - Service should be seen as a reflection of a serious commitment to the candidate's profession and to the university's mission.


26



Open or closed meeting

- Candidate's Request for Open/Closed Meeting
 - Letter stating intention of candidate
- Open
 - All discussions held by the IRASRC are **open**. Anyone can attend.
- Closed
 - All discussions held by the IRASRC are **confidential**. Confidential information may not be disclosed. Only those people invited by the Committee may attend.


27



Other

- Dealing with omissions
- Prior service credit
 - Double check your "clock" !
 - Included in calculating the length of probationary appointment
 - Materials must be included from prior service time
 - Accumulated deadline may be closer than seems
- Supplemental materials

28



Questions?

We'll take questions now but please feel free to contact IRASRC chair at any time.

Susan Cashin: scashin@uwm.edu

29