

Instructional and Research Academic Staff Review Committee

January 25, 2023

3:00 – 4:30 pm



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
- 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

IRASRC members

Rachel Baum, Senior Lecturer & Coordinator, College of Letters & Science

Scott Corley, Senior Lecturer, Peck School of the Arts & Design

Sara Jozwik, Associate Professor of Teaching & Learning, School of Education

Kelly Kohlmetz, Senior Teaching Faculty, College of Letters & Science

Joseph Mougel, Associate Professor, Peck School of the Arts & Design

Josie Osborne, Senior Lecturer, Peck School of the Arts & Design

Leigh Wallace, Clinical Associate Professor, School of Education

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

Policies and Procedures

Academic staff policies

<http://uwm.edu/secu/policies/as/>

Current IRASRC policies

<https://uwm.edu/secu/as/review/irasrc/>

What is the role of IRASRC

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

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

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

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.

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

Electronic file submission

- Clearly delimit sections and number all pages consecutively

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

Preparing an indefinite file (cont.)

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.)

When to start putting your 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

What to document?

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

Documents to retain

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

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>

Process of annual evaluation (official)

1. The review shall begin with a self-evaluation.
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).
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.

Annual evaluation (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!*

Teaching evaluation & 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

Research evaluation & 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!)

Professional Development & 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.

Professional development & service (continued)

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.

Professional development & service (continued)

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.

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.

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

Questions?

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

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