



Agenda: December 14, 2022 (12:30-1:45)

The Academic Staff Assembly is an elected body that represents UW-Whitewater instructional and non-instructional academic staff. The Assembly has primary responsibility for formulation and review of relevant policies and procedures and shall be represented in the development of all policies and procedures concerning academic staff members, including academic staff personnel matters.

Priority Business	<ul style="list-style-type: none"> • Call the Meeting to Order • Proposed Consent Item: Review/Approval of (previous meeting date) Minutes
Discussion Items:	<ul style="list-style-type: none"> • Discussion: 2024-2025 proposed academic calendar (Heather Chermak, University Registrar) (Attachment A)
Actionable Items:	<ul style="list-style-type: none"> • Proposed Consent Item: Emeriti Status Nominations <ul style="list-style-type: none"> ○ Eric Field <i>(submitted by Matt Vick, Dean of School of Graduate Studies & Continuing Education)</i> (Attachment B) • Resolution for Professional Academic Staff (Attachment C)
Chair Report	<ul style="list-style-type: none"> • Resolution Update: <ul style="list-style-type: none"> ○ NetID resolution => follow-up items sent to Chancellor/Provost ○ Supervisor Evaluations Process ○ Joint Shared Governance Resolution: Resolution on Shared Governance Processes => approved by Chancellor ○ Joint Shared Governance Resolution: Guiding Principles for Search Committee Appointments => working group: ASA rep Becky Jones ○ Resolution Against Pay Plan Use of Performance Evaluation: pending Chancellor response ○ IAS Promotions (Lecturer 2): pending Chancellor response • University Staff Council (USC) Liaison Update (Jacqui Palcic)
Vice-Chair Report	<ul style="list-style-type: none"> • Whitewater Student Government (WSG) Liaison Update
Faculty Senate Liaison Report	<ul style="list-style-type: none"> • Faculty Senate Meeting • Faculty Senate Liaison to ASA (Nathan McGovern)
Past Chair Report	<ul style="list-style-type: none"> •
Academic Staff Committee Reports	<ul style="list-style-type: none"> • Elections & Balloting: Committee Chair – David Reinhart • Outreach: Committee Chair – David Reinhart • Professional Development: not active for 2022-23 • Promotions: Committee Chair – Jessica Walz • Awards & Recognition: Committee Chair – Annie LaValley <ul style="list-style-type: none"> ○ The awards committee is looking for a volunteer(s) from Instructional Academic Staff (does not need to be an ASA member) for the Awards Committee to ensure sufficient representation by IAS. Interested individuals can contact the committee chair Annie LaValley to express their willingness to serve on this committee. Award submission are due February 15 so the time commitment for members is to read all submissions and then meet as a committee to discuss the nominees and select winners (one Webex meeting mid-March of less than one hour). ○ The committee is required to have a minimum of 2 IAS and 2 Academic Staff and will likely be short an IAS member. Academic Staff are also welcome to express interest in serving on the committee as each constituency can have more than two representatives but must have at least two. • Governing Documents: Committee Chair – Terry Tumbarello



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	<ul style="list-style-type: none"> • Ad Hoc: AS Promotions - Committee Chair – Terry Tumbarello • Ad Hoc: New AS Onboarding - Committee Chair – Terry Tumbarello
University Committee Reports	<ul style="list-style-type: none"> • Administrative Transformation Program (ATP): Brenda Johansen • ELARC (Essential Learning & Assessment Review Committee): Becky Mueller • Intercollegiate Athletics Committee: Rick Pues • Mental Health Task Force (JED): Becca Harris • SPBC (Strategic Planning and Budgeting Committee): Terry Tumbarello (AS) and Christine Hoover (IAS) • Title IX: Jessica Walz • University Center Board: Ciera Edwards and Brenda Johansen • UPARC (University Program Array Review Committee): Christine Hoover (IAS) • University Technology Committee: Patty Fragola • CAMPUS SEARCH COMMITTEES: <ul style="list-style-type: none"> ○ Chancellor Search Committee: Ciera Edwards ○ Chief Human Resource Officer: Terry Tumbarello
ASA Constituency Reports	<ul style="list-style-type: none"> • Division of Academic Affairs • Division of Equity, Diversity and Inclusion • Division of Student Affairs • College of Arts & Communication • College of Business & Economics • College of Education and Professional Studies • College of Integrated Studies • College of Letters & Sciences
Other Business	<ul style="list-style-type: none"> • Open Floor • Meeting Adjournment

2022-2023 ASA PRIORITIES

PAY PROGRESSION/EQUITY Priority: To address AS who are not at the minimum pay range, make sure no AS are below the minimum pay, and address pay inversion for academic staff being paid less than new hires.

CONTRACTS (timing and length of contracts) Priority: To address the inconsistency of contract timeliness for notification and renewal per the personnel rules, eliminate contracts for full-time staff with length less than one year (semester-by-semester contracts, and explore contract duration longer than one academic year.

TUITION REIMBURSEMENT Priority: To develop a plan to reinstate off-campus tuition reimbursement.

ONBOARDING Priority: To develop a formalized onboarding process for all Academic Staff.

PROMOTIONS Priority: To finalize updates to the promotions process for IAS initiated over the summer and continue working toward a clear promotions process for all AS and to communicate about the process to constituencies.

TELECOMMUTING POLICY Priority: To address the issues surrounding the current policy so it is actually a policy.



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SHARED GOVERNANCE COLLABORATION Priority: To continue to foster the shared governance collaboration between Faculty Senate, WSG, and University Staff Council to demonstrate a strong shared governance presence at UWW.

OUTREACH Priority: To continue communication to all AS especially through constituencies, to educate university community to stop using "non-instructional" term, and to welcome new academic staff to campus.

EMERITI STATUS Priority: To finalize nomination process for emeriti status and then identify those who qualify for emeriti status for possible nomination.

CALENDAR 2024-25 – Proposed
Instructional Staff Contractual Period: August 26 – May 23
 9/22/2022 Revised

FALL TERM 2024

SPRING TERM 2025

Faculty/Staff Orientation/Registration	August 26 – 30 (M - F)
Labor Day	September 2 (M)
Classes Begin 8:00 a.m.	September 3 (T)
First Half session ends	October 22 (T)
Second Half session begins	October 23 (W)
First Half grades due by Noon	October 29 (T)
Fall Break begins 9:00 p.m.	November 26 (T)
Fall Break ends 8:00 a.m.	December 2 (M)
Classes end	December 7 (Sa)
Exam Period Begins 7:45 a.m.	December 9 (M)
Exam Period Ends 9:00 p.m.	December 13 (F)
Exam Period Make-ups 12:15 – 9:00 p.m.	December 13 (F)
End of Term	December 13 (F)
Commencement	December 14 (Sa)
Grades due to Registrar by Noon	December 17 (T)

Martin Luther King, Jr. Holiday	January 20 (M)
Faculty/Staff Orientation/Registration	January 21-24 (T-F)
Classes Begin 8:00 a.m.	January 27 (M)
First Half session ends	March 18 (T)
Second Half session begins	March 19 (W)
First Half grades due by Noon	March 25 (T)
Spring Break Begins 9:00 p.m.	March 28 (F)
Spring Break Ends 8:00 a.m.	April 7 (M)
Classes end	May 9 (Sa)
Exam Period Begins 7:45 a.m.	May 12 (M)
Exam Period Ends 9:00 p.m.	May 16 (F)
Exam Period Make-ups 12:15 – 9:00 p.m.	May 16 (F)
End of Term	May 16 (F)
Commencement	May 17 (Sa)
Grades due to Registrar by Noon	May 20 (T)
End of Full/Second Semester Contracts	May 23 (F)*

WINTERIM 2025 January 6-10, 13-17, 21-24 (14 days)

SUMMER 2025	May 27 – August 16	Summer Grades Due
Session 1	May 27 – June 14	June 17
Session 2	June 16 – July 3	July 8 (July 4**, no classes held)
Session 3	July 7 - July 25	July 29
Session 4	July 28 – August 16	August 19 including any grades not previously submitted

*Date set by UW System

**UW-Whitewater observes all Legal Holidays in accordance with the University of Wisconsin System Administrative policy 1211

**RESOLUTION IN SUPPORT OF
RECOGNITION OF THE RETIREMENT OF Eric Field**

WHEREAS, Eric Field has faithfully served the University of Wisconsin-Whitewater for 21 years; and

WHEREAS, Eric Field has served as Outreach Program Manager in the Continuing Education; and

WHEREAS, Eric Field provided management for established educational opportunities including conferences, seminars, institutes and camps for adults and youth; and

WHEREAS, Eric Field coordinated services for conferences, seminars, institutes and camps with diverse campus units including, but not limited to, University Housing, Dining Services, Facility Planning and Management, University Center, Police and Parking Services and the Williams Center Athletic Facility. Eric's expertise and relationships throughout campus supported the efforts of the Continuing Education Services department; and

WHEREAS, Eric Field has represented the greater campus community by presenting at various on campus events and conferences including but not limited to: Greek Leadership Conference, Lambda Chi Alpha Campus Education Sessions, and LEARN Center Workshops; and

WHEREAS, Eric Field has supported the Roseman Building as the Building Manager since 2019; and

WHEREAS, Eric Field dedicated time as the Faculty Advisor for Lambda Chi Alpha Fraternity since 2008 and as the Faculty Advisor Representative for the Greek Community Standards Committee (2014, 2016, 2017-2019, 2021-22); and

WHEREAS, Eric Field's involvement has been recognized through his nomination for various campus awards including: Whitewater Student Government Faculty/Staff Service Award (2019), Outstanding Student Organization Advisor (2014, 2015, 2017) and the receipt of the Friend of the University Center Award (May, 2019), Faculty Advisor of the Month (April 2019) and Friend of KEMPA Award (2009); and

WHEREAS, Eric Field has represented the Continuing Education Services department on various campus committees including: Campus IT Initiative Committee, University Center Board, Elections/Balloting Committee, Government Relations Committee, Professional Development Committee; and

WHEREAS, Eric Field demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE, BE IT RESOLVED that the Academic Staff Assembly acknowledges Eric Field's 21 years of service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to Eric Field our best wishes for a long, fulfilling, and well-deserved retirement.



Resolution Tracking:

Resolution submitted by Morgan Anderson on 12/9/2022 for department level approval.

Resolution submitted by Morgan Anderson on 12/9/2022 for Dean/Director level approval.

Resolution submitted by Matt Vick on 12/9/2022 to [Academic Staff Assembly](#) for consideration.

Action Date	12/14/2022			
Action	Approved	Rejected	Tabled	Other
Vote Detail	Ayes	Nays	Abstentions	Other



See Section 19 of Academic Staff Personnel Rules for eligibility: <https://www.uww.edu/asa/get-acquainted/as-personnel-rules#section-19-retirement>

Academic Staff Process for Emeriti Status Nomination and Conferral

1. Resolution drafted and approved by the home department:
 - Retiree's name
 - Retiree's years of service to UWW
 - Retiree's retirement year
 - Retiree's home department (author of the recommendation/resolution)
 - Recommendation that the title of Emeritus/a be conferred on the retiree including one or more of the following:
 - Distinguished service to the department/unit and/or UWW
 - Distinguished service to the profession, field, and/or community
 - Awards and recognitions received by the retiree
2. Department Resolution or Letter of Recommendation submitted to the Dean/Director for approval
3. Department Resolution or Letter of Recommendation submitted by the Dean/Director to Academic Staff Assembly (acadstaff@uww.edu)
4. Vote by Academic Staff Assembly (date of conferral)
5. Resolution and Decision submitted by ASA Chair to the Office of the Chancellor
6. Letter of Conferral sent from Chancellor to new Emeritus/a person, Alumni Office, and Academic Staff Assembly.
7. Emeritus/a's information (with conferral date, resolution, and conferral letter) added to official database kept by the Alumni Office
8. Emeritus/a's information sent by Alumni Office to all relevant privilege granting offices/units
9. Future Information Requests would go to Alumni Office (event invitation lists, etc.)

Resolution to establish use of “professional academic staff” in referring to academic staff who do not have teaching responsibilities.

2022-2023 ASA OUTREACH Priority: *To continue communication to all AS especially through constituencies, to educate university community to stop using "non-instructional" term, and to welcome new academic staff to campus.*

Whereas, there is confusion between the term academic staff to classify those not in instructional roles and the use of the global term of academic staff to indicate all academic staff; and

Whereas, academic staff who do not have teaching responsibilities are currently referred to as non-instructional which is not a preferred nomenclature; and

Whereas, Wisconsin State Statute Chapter 36.05 defines academic staff as “**professional** and administrative personnel with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration”; and

Whereas, Wisconsin State Statute Chapter 36.15(1)(a) defines an academic staff administrative appointment as “an academic staff appointment for a fixed or indefinite term granted to a system, campus, college, school or other divisional officer involved in policy development or execution and to persons involved in directing, organizing or supervising higher education related activities”; and

Whereas, Wisconsin State Statute Chapter 36.15(1)(b) defines an academic staff **professional** appointment as “an academic staff appointment for a fixed or indefinite term granted to a **professional** employee who is involved in the guidance or counseling of students, assisting the faculty in research, public service or in the instruction of students or who is involved in other **professional** duties which are primarily associated with institutions of higher education; including, but not limited to, such employment titles as visiting faculty, clinical staff, lecturer, scientist, specialist and such other equivalent titles as the board approves.”

Therefore, be it resolved, that Academic Staff Assembly requests that references to non-instructional academic staff be phased out and replaced with **professional academic staff** as documents across the university are reviewed and updated.

Be it further resolved, that Academic Staff Assembly will provide updates to their own documents, websites, correspondence, and references.

Action Date	12/14/2022			
Action	Approved	Rejected	Tabled	Other
Vote Detail	Ayes	Nays	Abstentions	Other