

## **ACADEMIC STAFF COMMITTEE MEETING MINUTES**

Tuesday, May 23, 2006, 11:30 a.m. - 12:30 p.m.

CL 828

**Present:** Lucy Arendt, Sue Bodilly, Dave Dettman, Samantha Surowiec, Jane Swan, Grant Winslow

**Excused:** Paula Ganyard

**Guest:** Sherri Arendt

1. **Call to Order** by chair at 11:30
2. **Minutes of May 4, 2006 meeting** → Approved
3. **New Business**
  - A. **Open**
4. **Old Business**

A. ***Continue developing preliminary performance evaluation policy recommendations***

After some discussion, the committee agreed that the most important issue to address is consistency in performance evaluation completion. Staff members have a right to be evaluated annually and this record of performance is critical as it serves as an archive of an employee's performance and can be used by supervisors to make personnel decisions. The committee agreed that the evaluation should go to the employee first, and not the supervisor as it is the employee who must initiate the process. This would ensure that the preliminary steps are taken. Supervisors need to be held accountable for failing to complete evaluations. One way to do this would be to request a list from the SOFAS of those academic staff members who did not receive an annual evaluation. The supervisors of those listed could be reminded of their duty, and their supervisors could be notified. The committee agreed that it is important for all staff to know that if they are not evaluated they can appeal to the next level.

- B. Continue developing proposed administrator evaluation process

5. **Information Items**

- A. ASC Chair update: Community Building Committee
- B. Provost update
- C. Academic staff committee updates, including System Academic Staff Reps report

#### D. General

1. Information of interest to academic staff is posted on the SOFAS website: <http://www.uwgb.edu/sofas/>

All meetings are open unless otherwise stated.