Minutes of P&A Board Meeting  
Thursday, October 16, 2014 1:00 pm - 2:00 pm  
N548 Elliott Hall

Present:  
Kevin Haroian, Mike Baxter-Kauf, Richard Kott, Margaret Rodgers, Jeremy Rose, Ginny Steinhagen, Mark deRuiter

Our next meeting will be with Dean Coleman on November 20 in Johnston 202.  
At this meeting we discussed the topics for the meeting with Dean Coleman:

1) multi-year contracts -  
Possible criteria for who should be eligible for a multi-year contract:  
- could it be offered with same criteria as becoming a senior lecturer, or senior teaching specialist, or for P&As who are the top rank that they can achieve  
- necessity - i.e. there is an ongoing need for the work that the P&A performs  
- people working on multi-year grants with funding i.e. if the employee has funding for several years, he or she should have a guaranteed position for that length of time  
- consistent superior performance  
- ask for five year commitment  

Other Models that we could consider:  
The University of Wisconsin, Madison offers multiple-year appointments, indefinite appointments and rolling-horizon appointments:  
PURPOSE OF INCREASED JOB SECURITY  
An increase in job security is intended for the employee who has shown evidence of consistent quality of performance and professional growth, and who has demonstrated current and continuing value to the area from which the employee is nominated, thereby warranting a long-term commitment from the UW-Madison.  
ELIGIBLE EMPLOYEES  
Academic staff employees are eligible for increased long-term appointments if they meet the following conditions:  
They are an integral part of their department’s or program’s continuing mission.  
A funding source can be identified which can permit more than a one-year appointment.  
The quality of their performance warrants acknowledgement through increased job security.  

TYPES OF INCREASED JOB SECURITY  
Multiple-year Appointments  

Definition—A multiple-year appointment is a form of fixed-term renewable appointment made for more than one year. This type of extended appointment may be especially appropriate for individuals on multiple-year grants. In this situation, while an individual may meet the other two eligibility requirements, the funding source does not warrant either a rolling-horizon or indefinite appointment. A multiple-year appointment does not exclude an individual from a rolling-horizon or indefinite appointment at a later date.  

Renewing Appointments—If a reappointment letter or nonrenewal notice is not issued before the end of the original term, then the appointment becomes a one-year fixed-term renewable appointment (see Academic Staff Policies and Procedures [ASPP] 2.01.1.a.)
Rolling-horizon Appointments

**Definition**—A rolling-horizon appointment is a form of fixed-term renewable appointment that is extended daily for the term specified in the letter of appointment or re-appointment. The term may be for one or more years. A rolling-horizon appointment should not be granted without reasonable assurance that funding for the length of the appointment will be available, either within the employing unit or elsewhere in the school or college.

**Review, Recommendation and Approval**

- All academic staff with five or more years of service at UW-Madison must be reviewed, and eligibility for a rolling-horizon appointment determined on an annual basis (see ASPP 2.05).
- Employees who meet the eligibility criteria may be considered for rolling-horizon appointments before their fifth year of service.
- Rolling-horizon appointments are approved by the appropriate dean or director.

Indefinite Appointments

**Definition**—An indefinite appointment is an academic staff appointment having permanent status for an unlimited term. Such an appointment may be granted to a member of the academic staff who holds a half-time appointment or more. Indefinite appointments are neither limited to nor specific to any academic staff position or title series. The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. If a dean or director authorizes an indefinite appointment on non-state funding, they must make an ongoing commitment of funds or management of fiscal resources such that the appointment is supported for at least two years beyond the date of any loss of non-state funding for the position.

**Recommendation, Review and Approval**—Indefinite appointments are recommended for academic staff members who have shown evidence of consistent excellence in performance and professional growth, who are of significant current and continuing value to the mission of their department or program, and for whom fiscal resources are available to make the commitment. Recommendations for indefinite appointments may be submitted by a dean, director or a department and may be recommended at any time throughout the year. The department prepares, on behalf of the employee, the necessary supporting documentation for evaluation by the dean or director.

**Unlimited Term**—Such a commitment can be abrogated only where a state of fiscal emergency, as defined in UWS 5.02, is declared.

Information from: --http://www.ohr.wisc.edu/polproced/uppp/0901.htm

2. **Conflict of commitment** - outside commitments (are teachers allowed to teach 1 course off campus?) is there a mechanism by which teachers are permitted to teach a course off campus? We would like some clarity on this.
How can we survey P&As confidentially? We decided to e-mail all P&A staff, asking people to rank priority of issues we have on the agenda, and to add comments as they wish.

3. **Resources** - issue of lack of parity between departments, teaching staff not being given IT support such as computers needed for teaching

4. **Constitutional recognition** - would allow us presence at more meetings and it would give the Board access to more information -
5. **Compensation** - P&As got less of a pay increase than civil servants (they got 2.5 across the board)
Income gap between P&As and faculty largest in the Big Ten.

Other items discussed:

**Job Family Study**
1. Although P&A staff in the lecturers and teaching specialist job class completed and submitted their job descriptions, the Office of Human Resources decided there would be no restructuring of this job class. Mike Baxter saved the email notification from HR and can share it with anyone who is interested.
2. Kevin noted that although the Research and Administrative job families were put on hold for HR to focus on EFS upgrade issue, he had recently received a notice that HR has set November deadlines for re-initiation of these job classes. P&A staff are being asked to prepare job descriptions. Also Health Care and Animal Care should be conducted towards end of November.

Kevin noted the upcoming Meeting: **The Road Ahead and Big Questions Preview** 10/22/2014

Next Meeting: November 20, in Johnston 202

Action items:
Mark: send CLA guidelines for continuous appointments to Board
Kevin:
1) create survey for P&As to rank issues to be discussed with Dean Coleman, and ask for input and feedback on issues we have identified
2) follow up with Edward Eiffler regarding the cancelled ODL language courses.