

Instructional Academic Staff Career Progression Committee (IAS CPC)
Annual Report - March 2, 2009

The IAS CPC met in the fall to elect officers, to review committee procedures for the review and discussion of CP files and to edit the CP evaluation worksheet. Review of files began in early January. A total of ten files were reviewed this year. Following careful review and discussion of each file, all ten were recommended to the Provost for advancement to the next title.

The committee did, again, encounter technology issues during the review process. Bob Hoar, Faculty Assistant to the Provost, was unable to run CP reports using Digital Measures. Instead, he set up folders containing the necessary documentation for each candidate on the career progression D2L site.

The following recommendations were a result of committee discussions, as well as communications with the Articles and Bylaws committee, Provost Enz-Finken, and the office of Human Resources

1. The IAS CPC recommends that the Committee on Faculty Committees rotate properly ranked IAS (Senior Lecturer/Associate Clinical Professor - or higher ranked) onto the committee as they become available.
2. The IAS CPC recommends that membership be expanded to 7 (6 appointed by Faculty Senate and 1 elected from IAS Committee) – with at least one representative from each College. (See pages 12 & 22 of the Guide*) This will eliminate the possibility of a tie vote. *This recommendation comes to Senate as a motion from the IAS CPC.*
3. The IAS CPC recommends the following procedural changes:
 - a. Negative department decisions are not forwarded to the dean. (see page 19 of the Guide – Appendix B: Departmental Procedures, section 2.e.ii).
 - b. Within 7 days of the committee’s decision, the chairperson of the IAS CPC shall communicate the decision in writing to the candidate. (see page 12 of the Guide – Appendix A: The Career Progression Committee bylaws, section 2.)
 - c. Inclusion of a process by which a candidate may request an appeal of a negative CPC decision. (see page 12 of the Guide – Appendix A: The Career Progression Committee bylaws, section 3.) and page 20 of the Guide – Appendix B: Appeal of Negative Career Progression Committee Decision, section 5.a)

These recommendations come to Senate as a motion from the IAS CPC.

4. The IAS CPC recommends that the final letter of notification be sent directly from the office of the Provost rather than Human Resources. (see page 13 of the Guide – Appendix A: The Career Progression Committee bylaws, section 5). *This recommendation comes to Senate as a motion from the IAS CPC.*

Since the career progression process is still new, the CPC feels that continued communications with individual IAS candidates and their respective department chairs and deans is necessary to make sure that the required materials are submitted. This will be accomplished by the IAS Liaison through the development of pertinent power point presentations and/or podcasts and posting of such on the IAS, HR and Provost’s websites, through continuing IAS career progression orientation sessions each fall, and, finally, through continuing communication with department chairs and deans.

Overall, the committee was impressed with the quality of the applicants and the process was relatively smooth this year.

Respectfully submitted by Sue Anglehart, George Arimond, Elise Denlinger, Kerrie Hoar (chair), David Howard and Melissa Wallace (secretary)

*Guide refers to “A Guide to Instructional Academic Staff (IAS) Career Progression and Portfolio Development at UW-La Crosse.”