

March 19, 2019

To: John Acardo
Director of Human Resources

From: Natalie Eschenbaum
Faculty Senate Chair

Re: IAS Annual Review Form Update

At its March 14, 2019 meeting, the Faculty Senate voted to approve the IAS committee request to remove the language of “Exceeds Expectations” in the Instruction Academic Staff Annual Review form.

NE/am

CC: IAS Committee Members
Ryan Friesen, IAS Liaison

INSTRUCTIONS TO DEPARTMENT CHAIRS:

All IAS will be reviewed annually using this form [Items 1- 5 (including Table 1) completed by chair - form signed by IAS and chair].

- A copy of this form signed by the IAS member and the chair (with letter if applicable) should be sent to the faculty member, the Dean’s Office and HR (hrinfo@uwlax.edu) simultaneously when completed.
- The latest date they can be submitted to HR through the Dean's Office is July 31. Individual Deans' Offices may wish to have the annual reviews submitted in Spring prior to the contract renewals (for academic year contracts).

Accompanying letter written by the chair (or department committee)^

- Required if IAS is Redbooked¹ and at a 50% appointment or higher.
- Recommended if IAS is non-Redbooked at a 50% appointment or higher.
- Letter should address aspects of the individual’s job performance with respect to their position description (PD).
- Letter may include commentary on elements of the individual’s portfolio associated with potential promotion if requested by the IAS member (Table 2).

^Departments with many IAS are encouraged to create committees within the department to provide review of IAS that provides feedback on professional development.

(OPTIONAL) Feedback on potential promotion readiness (Table 2 completed by IAS)

- IAS with several semesters at UWL^A and an interest in potential promotion^B may complete Table 2 requesting feedback on additional professional development prior to their annual review.
 - ^ARedbooked¹ IAS with at least 2 years at UWL with a 75%+ contract
 - ^BIAS who are eligible for and planning to go up for promotion in the next 2-3 years
- Chairs/departments may provide verbal feedback on the item requested by the IAS member and then attend to specific goals or directions in the letter.

For promotional purposes the classification progression for IAS is as follows:

Associate Lecturer	Lecturer (no prefix)	Senior Lecturer
Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor

Additional information at: [IAS promotion resources](#)

¹ “The Redbook” refers to the official UW System budget book. Individuals who are hired into a “Redbooked” position, have their names associated with a specific budget FTE line. Individuals who are non-Redbooked, are sometimes referred to as “adjuncts,” “pool hires,” “temporary Instructional Academic Staff,” and/or “short term.” A person could be hired as “non-Redbooked” for many semesters in a row. Non-Redbooked individuals are not eligible for IAS promotion or pay plan increases.

Employee Name:	Employee ID:
Title:	Department:
Review Completed by:	Review period – from to
Department Chair:	Review Date:

IAS ANNUAL REVIEW FORM REQUIRED ELEMENTS:

1. TABLE 1 - Teaching Quality Evidence

SEIs (comparable to department median and rank for IAS)	REQUIRED	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations
Syllabi [^]	REQUIRED	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations
Learning outcomes are included in course syllabi [^]	REQUIRED	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations
Participation in departmental or college level required course-based assessments	IF RELEVANT	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations

[^]Required for all courses (except independent study) as of Fall 2017 by Faculty Senate.

Departments vary in the extent to which they use or require the following – check “not applicable” if not used in review

Grade Distributions	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations
Student Comments	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations
Peer Evaluation	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations
IAS self-reflection/teaching philosophy	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Does Not Meet Expectation (discuss with IAS and in letter*) <input type="checkbox"/> Meets Expectation OR <input type="checkbox"/> Exceeds expectations

**if letter is provided (required for IAS who are 50% or more and Redbooked)*

Employee Name: _____

Department: _____

2. All duties contained in the position description are being performed satisfactorily.

YES NO (If no, must be reflected in a letter).

3. If applicable based on accreditation: professional licensures, certifications, and/or productivity guidelines appropriate to the department or program have been discussed during this review.

Not applicable YES NO

4. Merit – Semester completed _____
Merit Designation _____

5. Reassigned time (if applicable) % _____
Brief Description _____

(Supervisors need to provide a letter and PD for reassigned time outside the department.)

Department (or Committee) Chair Signature

Date: _____

Employee signature

Date: _____

The signature of an employee on this annual review form indicates that the review has occurred and that the information contained on this form represents the feedback that has been discussed with the IAS member under review. It does not necessarily indicate agreement with the results of the review.

CHAIRS – Submit a copy of this form and a letter (required for all 50% or higher IAS who are Redbooked) to the IAS, the Dean’s Office and HR.

Employee Name:	Employee ID:
Title:	Department:

IAS ANNUAL REVIEW FORM OPTIONAL ELEMENT: Feedback on potential promotion readiness

- (Table 2 completed by Employee)

This form is designed to provide guidance and structure to a process that is meant to be developmental in nature. Emphasis is placed on the quality of the activities rather than the quantity or breadth across activities.

INSTRUCTIONS TO IAS: IAS who have been at UWL for several semesters who are interested in seeking potential promotion are encouraged to consider how to best construct a compelling promotion portfolio based on the university’s criteria. Below is a non-exhaustive list of traditional promotion aspects. PLEASE JUDICIOUSLY INDICATE THAT YOU WOULD LIKE FEEDBACK ON AN ELEMENT BY CHECKING THE APPROPRIATE BOX FOR WHICH YOUR PORTFOLIO CLEARLY PROVIDES EVIDENCE.

INSTRUCTIONS TO CHAIRS (or departmental committee): Please discuss feedback on the elements checked by IAS members with the individual and attend to any specific goals or directions in the accompanying letter.

TABLE 2: TEACHING	Examples (non-exhaustive)	COMPLETED BY: IAS
Assignments and assessments address learning outcomes as articulated in course syllabi		<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.
Direct and indirect measures of student learning	(e.g., pre-posttests, selected exam components, fieldwork observations, writing examples coded for specific objectives obtained, student assessment of learning gains, focus groups or exit interviews)	<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.
Teaching excellence (in addition to required elements)	(e.g., grants to support teaching improvement, inclusive excellence activities, community engagement activities, teaching awards)	<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.
Teaching innovations	(e.g., development of new teaching materials, innovations in curriculum, evidence-based teaching improvements, innovative use of technology in teaching, inclusive excellence activities, community engagement activities)	<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.
Teaching development activities	(e.g., conferences, workshops, CATL events)	<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.
Leadership roles in teaching	(e.g., leadership role in enhancing the curriculum, directed student research)	<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.
Other		<input type="checkbox"/> I’ve provided evidence in my portfolio and would like feedback on this element.

Employee Name:	Department:
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TABLE 2: Professional Development/ Creative Activities/Scholarship and Service	Examples (non-exhaustive)	COMPLETED BY IAS MEMBER
Service at UWL	(e.g., student advising, peer mentoring, department service, college service, university service) - leadership roles should be noted	<input type="checkbox"/> I've provided evidence in my portfolio and would like feedback on this element.
Service outside of UWL	(e.g., membership in professional organizations, professional service, discipline-related community service) - leadership roles should be noted	<input type="checkbox"/> I've provided evidence in my portfolio and would like feedback on this element.
Professional and Research Activities	(e.g., continuing professional education, conference/workshop attendance, publications, presentations, works in progress, grants)	<input type="checkbox"/> I've provided evidence in my portfolio and would like feedback on this element.
Other: (Please specify)		<input type="checkbox"/> I've provided evidence in my portfolio and would like feedback on this element.

CHAIRS – Submit a copy of this form and a letter (required for all 50% or higher IAS who are Redbooked) to the IAS, the Dean's Office and HR. Table 2 (pp. 4-5) need only be included if the IAS member completed the table and requested feedback.

Re: Motion from IAS committee

Natalie Eschenbaum

Tue 2/19/2019 5:49 PM

2_28_19

To: Faculty Senate <senate@uwlax.edu>;

Cc: Lee Baines <lbaines@uwlax.edu>;

Thanks, Lee,

I will bring this to SEC next week.

Warmly,
Natalie

Dr. Natalie K. Eschenbaum
Faculty Senate Chair, 2018-2019
Associate Professor and Chair of English
University of Wisconsin - La Crosse
433A Wimberly Hall
[1725 State Street](#)
[La Crosse, WI 54601](#)
(608) 785-8660

From: Faculty Senate
Sent: Tuesday, February 19, 2019 3:31 PM
To: Natalie Eschenbaum
Subject: Fw: Motion from IAS committee

Hello Lee,

I've copied Natalie Eschenbaum on this reply to advise in regards to your question below.

Thank you for your patience and have a wonderful afternoon!

Ania

From: Lee Baines
Sent: Tuesday, February 19, 2019 2:23 PM
To: Faculty Senate
Subject: Motion from IAS committee

Hi,

The IAS committee voted M/S/P (6,0,0) to remove the language of “Exceeds Expectations” in the Instruction Academic Staff Annual Review form. We would like this to be brought to the faculty senate..

What is the procedure for this?

Thanks,

Lee

Lee Baines Ph.D.
Director, Murphy Learning Center/Biology Department
Murphy 261
University of Wisconsin, La Crosse
1725 State St.
La Crosse WI 54601

608 785 8244