**University of Wisconsin-Madison**
**ACADEMIC STAFF AREA REVIEW COMMITTEE**
**ADMINISTRATIVE/STUDENT SERVICES/LIBRARY**

MEMORANDUM

TO: Deans, Directors and Department Chairpersons

FROM: Administrative/Student Services/Library Area Review Committee

RE: Guidelines for Proposing Academic Staff Members for Indefinite Status
(replaces 1998-99 guidelines)

An indefinite appointment is used to recognize academic staff for outstanding performance and for importance to the continuing mission of the unit. This appointment type can be considered only when the dean or director can assure long-term funding. (See UW-Madison ASPP, Ch.2.)

PROCEDURES

Indefinite appointments are granted in accordance with Chapter 2 of UW-Madison ASPP. An electronic copy of the recommendation and supporting materials should be sent by the department or nominating unit to the appropriate Dean or Director. When referring a nomination to the Area Review Committee for Administrative/Student Services/Library (in accordance with UW-Madison ASPP 2.07.a.3), the Dean or Director should forward an electronic copy of all materials (including supporting documents) to the Secretary of the Academic Staff Office. If the documentation is complete, the recommendation will be scheduled for consideration at the next meeting of the Committee. The Committee Chair will answer questions from the Dean or Director bearing on the assembly of documentation for indefinite appointment recommendations. The Committee will forward its recommendation to the Dean or Director.

New appointments can be considered by this Committee prior to hiring. In the event indefinite status was not conferred at the time of initial appointment, it is suggested that a recommendation for indefinite status be deferred a reasonable length of time (perhaps one year) to allow time to evaluate performance in the current position. Once an academic staff member is employed in the operational area of the proposed indefinite appointment, the Committee will expect the supporting material to provide information on performance in that area.

MATERIALS

In order to facilitate this Committee's consideration of persons recommended for indefinite appointments, we require the following material:

1) A *cover letter from the appropriate Dean or Director*, requesting the advice of the committee and specifying:

   a) the fiscal ability to support this candidate's indefinite appointment, if approved;

   b) the operational area of the proposed indefinite appointment (see UW-Madison ASPP Chapters 1.03);

   c) the percentage of the proposed indefinite appointment; and

   d) the current title (and backup title for limited appointments) of the candidate.

2) A *letter of recommendation from the head of the staff member's operational area*. Indication should be given of user satisfaction where service is provided.

3) A *letter from the immediate supervisor*, if different from the person in #2 above, providing evidence of the candidate's outstanding performance. The supervisor's letter should describe briefly:

   a) the work unit and the importance of the unit to the School, College, or University;

   b) the importance of the candidate to the unit;

   c) the candidate's work performance, including an evaluation and evidence;

   d) *how and why the individuals writing the supporting letters (see #7 below) were chosen and why they are qualified to comment;* and

   e) any other supporting information.

   If either the current position or the backup position for a limited appointment includes a teaching component, evidence of satisfactory teaching performance from colleagues and students, if possible, should be presented.

4) A *resume* indicating the candidate's educational and employment history, annotated as appropriate to provide information on previous training and job responsibilities, professional development efforts, and evidence of participation in the University's broad mission of public service to the community it serves. Information on university and community service is desirable, but is required only if such service is part of the candidate's job expectations.

5) A *job description* of the current position and a backup position if there is one, including:

   a) the nature and scope of duties and responsibilities;

   b) how the position of the individual relates to other positions within the unit;

   c) an organizational chart of the operational area; and

   d) a copy of the policies and procedures for academic staff indefinite appointments within the unit (if such exists).

6) A *one- or two-page statement* prepared by the candidate providing highlights of

   a) past professional accomplishments; and

   b) professional goals for this position in light of the evaluative criteria (attached). The statement should reveal the candidate's value to the institution and whatever else the Committee should know about the candidate.

7) A minimum of three--but no more than five--*letters of recommendation*, in addition to the supervisor's letter, from those inside and/or outside the operational area who can best provide evidence of the quality of the work performance of the candidate and who can evaluate qualifications for a backup position if there is one. A candidate may suggest to the supervisor the names of persons who could write these letters, *but the supervisor should select the writers and request the letters. A sample copy of the letter requesting the evaluation shall be included with the recommendation letters*.

8) *One example of other documentation* (e.g. the latest performance evaluation; nominations for professional awards or recognition) that will inform the committee regarding the candidate's outstanding performance may also be included.

Dossiers need not be lengthy or artistically packaged. Candidates and their supervisors are advised to prepare straightforward, well-written documents and to ensure that all components above are present. Number all pages of the dossier in consecutive order. Except for an archival copy kept in the Secretary of the Academic Staff, dossiers are discarded after the Committee has made its recommendation.

## EVALUATIVE CRITERIA

The following criteria are appropriate for all three categories of academic staff members reviewed by this Committee: administrative, student services, and library. Because professional duties, job content, and skill levels of academic staff members vary widely and because there is no simple measure of achievement (such as a degree), the following criteria are suggested. These are not listed in a priority order, nor are they meant to be all-inclusive, but they are suggested as guides or reference points in considering an individual's particular talents and achievements. Consideration may also be given, where appropriate, to contributions to the greater community that the University serves.

- Demonstrated initiative and effectiveness in analyzing and solving problems and in proposing and implementing practical, realizable solutions
- Skill in supervision and training, if applicable
- Flexibility in responding to changing departmental or unit needs
- Ability to develop and maintain good departmental and interdepartmental rapport in carrying out departmental or unit missions, as well as missions of the University
- Productivity
- Judgement and effective decision making
- Demonstrated ability to communicate effectively
- Evidence of continuing professional growth
- Effectiveness in dealing with the public
- Creativity and openness to new

ideas Additional criteria for student services staff

members:

- Integrity in balancing student needs with the objectives of the University, state, and federal laws, and Regent regulations, while remaining sensitive and responsive to students' concerns
- Competence and effectiveness in advising or counseling students and expediting the solution of students' problems
- Effectiveness in resource gathering and/or referral

Additional criteria for library staff members: In general, the performance of professional librarians on the University of Wisconsin-Madison campus will be evaluated according to ACRL (Association of College and Research Libraries) criteria.

- Skill and responsiveness in providing assistance to all categories of library users and staff, including the ability to cooperate and communicate well
- Effective and resourceful application of special subject knowledge