



Academic Staff Steering Committee

Winter 2005

From the Chair

It is hard to believe we are already in the Winter semester and Fall semester is over. The Academic Staff Steering Committee (ASSC) had a successful Fall semester offering a Breakfast with the ASSC and two programs: What You Need to Know About ESS/Promotion and Get Acquainted with the Provost. I would like to thank the many participants who attended the programs. I would also like to give special thanks to the President's Commission on the Status of Women for their support with the Get Acquainted with the Provost event - we had over 50 attendees! I hope that the Winter 2005 semester will be even more successful.

The current AAUP-AFT contract expires this year and now is a perfect opportunity to learn more about your contract. On Thursday, March 10, 2005 from 12:00 to 1:30 in the Community Room, the ASSC will be offering a Brown Bag session "Know your Contract." During the Brown Bag, you will learn and discuss issues relating to fair treatment, salaries and working conditions. Look for literature with further details in your mailbox in the near future. Do you have current issues, concerns or questions about the current contract? If so, please let us know by emailing us at ae5396@wayne.edu and we can put your question on the agenda for discussion during the brown bag. I would like to invite every academic staff person to become involved. Have a great Winter term!



— *Pynthia Caffee*
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Facts About Factors

The WSU/AAUP-AFT requires academic staff members in each unit to develop factors and bylaws. Bylaws are the procedural basis on which academic governance is to operate within a unit. That is, they are the rules for the academic governance process. Factors are the professional criteria that reflect the mission and diverse characteristics of each unit developed by the academic staff and approved by the administration, that provide the basis upon which promotion, ESS and tenure are to be awarded and selective salaries are to be determined. That is, factors are the criteria on which professional personnel decisions are to be made. Factors are to be adopted through the academic governance procedures established by the bylaws.

Factors for academic staff are referenced in the following sections of the WSU/AAUP-AFT contract: Promotion (XXIII.B.3), Tenure (XXII.D.2), and ESS (XXI.D.1). Note: The academic staff tenure factors are for the entire unit. For ESS and Promotion in any unit employing three or more academic staff members in a given classification, factors may be developed that are consistent with the unit factors but more specific to that classification.

The current contract calls for a 2N Committee to make recommendations on academic staff ranks. The particular committee concerns are: (1) to examine the relationship between factors statements and classifications and (2) to determine if unit and division factors contain clear information on the requirements for promotion from one step to the next within each academic staff classification.

The 2N Committee chair is Barbara Price, Associate Provost for Academic Personnel. Committee members are Ron Kent, Director of Counseling and Placement Services; Sharon Phillips, Director of Library Human Resources and Organizational Development; Lothar Spang, Librarian IV; Naida Simon, Academic Services Officer III; and Barbara Jones, Financial Aid Officer III. While deans/directors/chairs have been asked to facilitate the review/revision of academic staff factors, the factors are to be written/revise by the academic staff. The committee has developed a template (in Word format) to assist academic staff members in developing/revising factors. Contact one of the following AAUP-AFT representatives to the 2N committee for a copy:

Barbara Jones, 577-4967, ab1146@wayne.edu
Naida Simon, 577-3157, n.simon@wayne.edu
Lothar Spang, 577-3367, ab1116@wayne.edu

— *Barbara Jones*
Office of Scholarships and Financial Aid
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What You Need to Know About ESS/Promotion

Forty academic staff members attended the ASSC sponsored program, "What You Need to Know About ESS/Promotion" which was held on October 21, 2004 in the undergraduate library Community Room.

A panel of speakers presented credible information about the process of securing Employment Security Status (ESS) and promotion. Attendees were able to ask questions and address concerns to the panel. The panelists reminded attendees that it is in their best interest to understand and know the university factors for ESS and promotion in the contract and within their unit. The panel also suggested keeping documentation for ESS/promotion in one folder or box as a time saver in organizing documentation. Panel speakers included: Lothar Spang, Academic Staff Grievance Coordinator, WSU Libraries; Barbara Jones, Contract Implementation Officer for Academic Staff, Financial Aid Officer III; Frances Krempasky, Librarian III; Linda Seatts, University Counselor III; and William LeFevre, Archivist III, Reuther Libraries.

— *Fran Krempasky*
University Library System
577-6439
ag3412@wayne.edu

What You Need to Know About ESS/Promotion, Part II: A Hands-On Workshop

The ASSC will hold a workshop on ESS/Tenure/Promotion on April 21, 2005 from 12 noon to 1:30 pm in the Reuther Conference Room on the second floor of the Reuther Library.

The workshop will center on putting together effective promotion, tenure and ESS packages and will take participants through the entire ESS, promotion and tenure process. Participants will discuss the process from the unit level through the University Staff Tenure and Promotion Committee. Examples will be shown of common pitfalls as well as what constitutes a good package. Participants are urged to come with questions as well as promotion/ESS/tenure packages they may be working on. RSVP to William LeFevre.

— *William LeFevre*
Walter P. Reuther Library
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aa8915@wayne.edu

Becoming Acquainted with the Provost!

Over 50 people packed the Walter Reuther conference room to become more acquainted with Provost Nancy Barrett. Provost Barrett individually introduced herself to each attendee. Associate Provost Jack Kay introduced Provost Barrett, who began her presentation by giving an overview of recent changes as well as updates on current programs:

- Math Lab—attended by 1500 students.
- Financial Aid Day attended by over 1,400 people and the awarding of a total of \$6,000 in scholarships to students with a 3.5 GPA. Fifty-seven percent of the students that attended Financial Aid Day enrolled at WSU.
- MedStart Program in which a total of 250 high school applicants applied. The MedStart program admits students right out of high school directly into the Medical School.
- The extension centers have doubled their enrollment in the past 4 years. Some of this growth is attributed to the increase in on-line classes (on-line MBA program).
- On the horizon is the exploration of offering on-line advising.



After an overview of the changes and successes, Provost Barrett addressed enrollment. Governor Granholm wants to double the number of college graduates over the next 10 years. WSU's undergraduate credit hours increased an overall 4.7%, during Fall 04 term, however, there was a huge decrease in graduate enrollment especially in international student enrollment. The decline in international graduate enrollment is attributed to the increased difficulties in obtaining student visas. Other reasons

for the decrease in graduate enrollment is the current economic climate as companies are not offering tuition reimbursement to their employees.

During the Q & A period, an attendee suggested that administrators should be trained on collective bargaining. Provost Barrett agreed and

see **Provost**, next page





Professional Announcements

La Ventra E. Danquah (Shiffman Medical Library) had the following article published: Ellis-Danquah, L. V. (2004). Addressing health disparities: African American consumer information resources on the web. *Medical Reference Services Quarterly*, 23(4), 61-73.

Dawn Dolly (Division of Community Education) had the following article published: Dolly, D. (2004). Developing Metacognitive Reading Strategies with College Students. *Language Arts Journal of Michigan*, 20(2) — in press.

Julie Mix, Ph.D. (Division of Community Education) was appointed Urban/Diversity Chair of the Michigan Council of Teachers of English. She also published an article in the *Language Arts Journal of Michigan* in Fall 2004.

Cheryl Smith and **Gail Stanford** (Metropolitan Programs & Summer Sessions), along with Judy Donovan from Grand Valley State University, presented "Developing Community in the Online Classroom," at the Lily North Regional Conference that was held in Traverse City, Michigan in September 2004. Their presentation focused on building online community relationships, planning and development and benefits and challenges of online learning communities.

Sylvia Stancil (Office of Undergraduate Admissions) co-presented a session entitled "Marketing the Transfer Student Within Your Institution" at the 76th Annual State Conference of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) in November 2004. The MACRAO conference was hosted at the Hyatt Regency in Dearborn, Michigan.

Laura Woodward (Academic Success Center) presented a workshop on ways to improve student retention through support services in July 2004. The program "Boosting Student Success through Support Services in an Urban University" was presented at the Staying Power: Supporting Student Retention and Success conference organized by the University of Teesside's Retention Team. The conference was held in Middlesbrough, England, a large northern, industrial city, similar to Detroit. Woodward found out that Wayne State has many of the same concerns in helping first-generation students to pursue their academic dreams and she was able to share suggestions about ways to be more supportive to at-risk students.

Provost, *continued*

stated that chairs and deans go through orientation which includes a section on collective bargaining. She said she will make sure that non-academic administrators are trained.

Provost Barrett is a supporter of the union. Jan Thompson, Executive Director of AAUP-AFT Detroit commented that Provost Barrett is the first provost that shows respect and support to AAUP-AFT. The attendees were hopeful that issues more directly related to academic staff would be addressed. Perhaps we will invite the Provost to another event to specifically address academic staff concerns. Thank you to Dr. Kay and Dr. Barrett for their time and information!

— **Linda Seatts**
**Office of International
Students and Scholars**
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Mark your calendars . . .

Know Your Contract

March 10, 2005
Noon - 1:30
Community Room
David Adamany Undergraduate Library

What You Need to Know About ESS/Promotion, Part II: A Hands-On Workshop

April 21, 2005
Noon - 1:30
Conference Room
Walter P. Reuther Library

Editor's Note

The Academic Staff Steering Committee's newsletter is published twice per academic year to share news, information and the achievements of academic staff members. If you have published an article, received an award, given a presentation or have other professional announcements, please send to Jennifer Bondy, Newsletter Editor, aa1676@wayne.edu, 577-2523. The editor reserves the right to edit submissions for content and space. Every effort is made to include all submitted material.

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CAMPUS MAIL:

Professional Development Opportunity!

Writing and Publishing Workshop
Wayne State University
David Adamany Undergraduate Library
May 6 and 7, 2005

The Writing and Publishing workshop is for students, staff, faculty, new authors and community members interested in getting published, writing grants and polishing cover letters and resumes. Sessions on the following topics will be offered:

- Importance of publishing in an academic career
- Grantwriting
- Tips for academic publishing
- Turning a dissertation into a book
- University Press basics
- Roles of publishers
- The editorial process
- Indexing and abstracting
- E-Journals and electronic publications
- Writing cover letters and resumes

Friday, May 6

Registration: 8:30 - 9:00
Welcome and Introduction: 9:00 - 9:30
Session I: 9:45 - 11:15
Lunch: 11:30 - 1:00
Session II: 1:15 - 2:45
Session III: 3:00 - 4:30
Dinner: 5:00 - 6:30
Keynote Speaker: 6:30 - 7:30

Saturday, May 7

Registration: 9:00 - 9:15
Welcome and Introduction: 9:15 - 9:40
Session I: 9:45 - 11:15
Lunch: 11:30 - 1:00
Session II: 1:15 - 2:45

CEUs or 1-hour course credit can be earned from the Wayne State University Library and Information Science Program.

For more information, contact Lothar Spang at 577-3367,
lothar.spang@wayne.edu

Sponsored by the University Library System, University Press and Library and Information Science Program.