

APRIL 2002 PROGRESS REPORT ON THE RECOMMENDATIONS OF THE UWM TASK FORCE ON THE CLIMATE FOR WOMEN

RECOMMENDED FOR SHORT-TERM IMPLEMENTATION

Task Force Recommendation	Action
<p>1. Appoint an Associate Vice Chancellor for Climate and a Director of Human Resources. Spring, 2001 (Provost)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>July 2001 - Sona Andrews appointed Associate Vice Chancellor for Campus Climate.</i> <input checked="" type="checkbox"/> <i>August 2001 - ShaRon Williams appointed Director of Human Resources.</i>
<p>2. Create an implementation task force, include members of the Task Force on Climate to ensure consistency. Summer, 2001 (Associate Vice Chancellor for Climate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Scheduled June 2002.</i>
<p>3. Create a task force to examine climate issues for women students at UWM. Summer, 2001, (Chancellor, Provost, Vice Chancellor for Student and Multicultural Affairs)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>September 2001 - Chancellor Zimpher creates Black and Gold Commission to examine climate issues for all students.</i> <input type="checkbox"/> <i>Scheduled June 2002 - Commission Report will be published in June. Findings and recommendations will be examined to determine which, if any, speak directly to issues for women students. Action to be determined.</i>
<p>4. Present Task Force on Climate Report at new chairs training and chairs' retreat in August and have chairs develop specific goals for improving climate within units, and plans for accountability related to change and measuring success. August, 2001 (Associate Vice Chancellor for Climate)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>August 2001 - Associate Vice Chancellor Andrews presents the Task Force Report at the Department Chair retreat. Chairs were asked to identify strategies to find out about the climate in their units. Department chairs reported that climate was one of their top priorities for the year. Chairs have been sharing information throughout the year to improve the climate in their department.</i> <input type="checkbox"/> <i>Scheduled June 2002 – Reports requested of all Department Chairs on progress made.</i> <input type="checkbox"/> <i>Scheduled August 2002 – Discussion at Department Chair Retreat on follow-up and a systematic way of ensuring an ongoing process is in place for measuring change and identifying issues.</i>
<p>5. Present Task Force on Climate Report at deans' retreat, and have deans develop specific strategies to address climate change within units and plans for accountability related to change and measuring success. August, 2001 (Deans Greenstreet and Lambrecht; TF members)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>August 2001 - Task Force Report presented at the Dean's retreat by Deans Greenstreet and Lambrecht. Throughout the year the Provost's Office has been working with individual schools and colleges to develop plans for improving campus climate.</i> <input type="checkbox"/> <i>Scheduled June 2002 – Reports requested of all Deans and Vice Chancellors on progress made.</i> <input type="checkbox"/> <i>Scheduled August/September 2002 – Discussion at Dean's Retreat (or ADC meeting) on follow-up and a systematic way of ensuring an ongoing process is in place for measuring change and identifying issues.</i>

6. Identify an ombudsperson in each unit, to report to an Equity Council (to be created). Identify an ombudsperson for entire campus. Fall, 2001 (Deans, Associate Vice Chancellor for Climate)

Action to be determined.

7. Hold a reception for new women faculty and staff. Fall, 2001 (Associate Vice Chancellor for Climate)

November 2001 - With the assistance of the UWM Wisconsin Women in Higher Education Leadership (WWHEL), Provost's Office hosted a reception for new women faculty and academic staff members.

Scheduled - Continue event on an annual basis

8. Increase workplace flexibility for employees to take advantage of summer programs on campus for their children (e.g., increase hours of supervision of children in College for Kids to involve custodial staff). Summer, 2001 (Human Resources Director, Supervisors)

Action to be determined.

9. Develop a handbook on family - friendly workplace policies. Fall, 2001 (Human Resources Director)

Scheduled Fall 2002 – Completion and distribution of handbook to employees.

10. Identify timeline for notification of processes related to requests for reclassification for classified staff. Fall, 2001 (Human Resources Director)

Summer/Fall 2001 Human Resources implements changes resulting in better notification and decreased processing time for reclassifications.

Average time to complete reclass
1999-2000 – 4.23 months
2000-2001 – 4.21 months
2001-current – 1.64 months

11. Devote an ongoing section of the UWM Report to highlight positive changes in the climate at UWM. Summer, 2001 (Associate Vice Chancellor for Climate)

Scheduled Summer 2002 -To commence on a regular basis.

12. Develop a university honor code system based on the one established by the School of Architecture and Urban Planning. Summer, 2001 (Associate Vice Chancellor for Climate)

Action to be determined.

13. Ensure that exit interviews are conducted and that information related to climate is transmitted to Associate Vice Chancellor for Climate. Summer, 2001 (Deans, Associate Vice Chancellor for Climate)

- September 2001 - Office of Equity/Diversity Services (E/DS) redesigns exit survey form sent to all departing and transferring employees. The E/DS office now enters exit survey and interview data into a database and produces an annual composite report in December. Every dean, director and vice chancellor received a copy of the report, which included exit data for their unit in comparison to the campus as a whole. Reports will continue to be done on an annual basis.*
- Scheduled Summer 2002 – Investigate feasibility of having exit surveys administered through HR.*

14. Ensure that annual evaluations are conducted for all staff; supervisor evaluations include feedback from staff. Spring, 2002 (Associate Vice Chancellor for Climate, Director of Human Resources)

- August 2001 - Human Resources identifies, over 300 classified employees whose supervisors had not submitted a current annual evaluation. Letters were sent to each supervisor on the list. Over 125 of the evaluations were completed from mid-August to mid-September. In late September 2001 deans, vice chancellors and unit personnel representatives received an updated list of supervisors in their units who had not submitted annual classified employee evaluations. The list also included the last time the employee's position description was updated. As of December 2001, a small number of outstanding evaluations remained.*
- Human Resources, on an annual basis, is sending notifications to supervisors who are delinquent in completing classified employee evaluations.*
- Scheduled Spring/Summer 2002 - Human Resources is exploring ways to improve the evaluation process by redesigning the unclassified evaluation forms, formalizing the training program, and developing models for evaluation.*

15. Centralize resources for recruitment, and train all search committees on how to recruit a diverse workforce. Fall, 2001 (Director of Equity/Diversity Services, Associate Vice Chancellor for Climate, Director of Human Resources)

- Fall 2001 – Provost's Office (with assistance from Human Resources, Legal Affairs, the Office of Equity/Diversity Services and the Secretary of the University Office) creates a Recruitment Guide for faculty and academic staff. The 74-page Guide describes all facets of the search process and includes procedures, legal issues, helpful hints, FAQs, and forms. Copies of the Guide and an accompanying video were given to all department chairs, deans, associate deans, vice chancellors, unit personnel representative and chairs of search and screen committees. In total, over 250 copies of the Guide were distributed.*
- October and November 2001 - Recruitment workshops held for department chairs, unit personnel representatives and members of search and screen committees.*
- Scheduled Summer/Fall 2002 – Annual updates to Recruitment Guide and distribution and workshops for search and screen committees.*

RECOMMENDED FOR LONG-TERM IMPLEMENTATION

Task Force Recommendation	Action
<p>1. Create a system of checks and balances to ensure that when policies are not enforced, it is noted and corrected quickly. Administrators must be held accountable for upholding the policies and procedures of the university, and evaluated accordingly. (Chancellor and Provost)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>June/August 2001 - Chancellor holds a campus leadership retreat for all deans, vice chancellors and associate vice chancellors to discuss issues of accountability.</i> <input checked="" type="checkbox"/> <i>November 2001 - Provost provides each dean with a written performance evaluation, which includes accountability measures.</i>
<p>2. Develop and implement systematic and multiple avenues for employees and students to file formal and informal complaints. Create systems of accountability for individuals charged with addressing complaints and grievances. (Associate Vice Chancellor for Climate, Equity Council)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <i>Fall 2001 - Associate Vice Chancellor for Campus Climate, E/DS, Dean of Students, Secretary of the University and Legal Affairs discuss how UWM can improve communication with students and employees regarding the various avenues for addressing complaints and grievances.</i> <input type="checkbox"/> <i>Scheduled Fall 2002 - Brochure describing grievance and complaint options available to students and employees.</i> <input type="checkbox"/> <i>Scheduled 2002-03 – Reporting mechanisms developed to ensure follow-through on complaints</i>
<p>3. Evaluate supervisors and administrators on recruitment and retention of a diverse work force and on developing an equitable climate. (Deans, Provost, Director of Human Resources, Associate Vice Chancellor for Climate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Scheduled July 2002 – Compile recruitment/retention data for prior academic year and make available to supervisors and administrators.</i>
<p>4. Evaluate search committees on the success of their efforts to recruit a diverse pool. (Deans, Provost, Director of Human Resources, Associate Vice Chancellor for Climate, Office of Equity/Diversity Services, Equity Council)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Scheduled July 2002 – Compile recruitment data for prior academic year and make available to departments and administrators.</i>

5. **Ensure that professional development opportunities are systematic, consistent, and open to all. Ensure that mentoring is provided to all faculty and staff, and the activities associated with mentoring and professional development are rewarded. (Deans, Associate Vice Chancellor for Climate, Director of Human Resources)**

- January 2002 – Provost’s Office provides resources to create an Academic Staff Mentoring Program. The UWM Mentoring Office is expanded to include the Academic Staff Mentoring Program (ASMP) and the existing Faculty Mentoring Program (FMP). The ASMP and FMP have increased programming and jointly sponsor workshops and other development opportunities for staff and faculty members.*
- Scheduled May 2002 - Audit and review of campus-level professional development opportunities to determine whether changes should be made in the programs and participation levels.*

6. **Evaluate salary equity across gender, race, and employment category, and evaluate compression in salary. (Director of Human Resources, Associate Vice Chancellor for Climate, Equity Council)**

- Scheduled 2002-03*

7. **Ensure that the high-quality UWM Child Care Center is available and designed to meet the needs of employees, including a sliding fee scale and extended hours of operation. (Provost)**

- Scheduled 2002-03 – Review of policies and practices.*

8. **Conduct a diversity audit to assess gender and race differences in promotion, compensation and turnover. (Director of Human Resources, Associate Vice Chancellor for Climate, Equity Council)**

- Scheduled 2002-03*

SPECIFIC ACTIONS NOT LISTED AS RECOMMENDATIONS

1. Human Resources Redesign

- July 2001 - Reporting for the Department of Human Resources moves to Associate Vice Chancellor for Campus Climate.
- December 2001 - HR Director initiates a unit-wide redesign to provide better services to the campus. Examples include: merger of the classified and unclassified areas into one unit, Web site redesign for easier use, and availability of on-line standard reports.
- Spring 2002 - Human Resources enhances its supervisory in-service programs and workshop offerings. Examples of offerings include position description writing, employee discipline and investigation, performance standards and performance evaluation development.
- Scheduled Summer/Fall 2002 - Human Resources, in cooperation with Legal Affairs, will initiate in-service workshops on legal issues related to personnel matters. Topics will include Family Medical Leave Act, contracts, and investigations.

2. Equity/Diversity Services

- July 2001 - Reporting for E/DS moved to Associate Vice Chancellor for Campus Climate.
- Summer 2001 - Staffing changes made and E/DS Office moved to Mitchell Hall to improve accessibility to the office and its resources.
- Fall 2001 – Revision of intake forms, exit interview forms, investigation procedures and review of Discriminatory Conduct Policy.
- October 2001 - National search initiated for the E/DS Director.
- April 2002 - Mr. Anthony Hightower appointed E/DS Director and will join UWM in June 2002.
- Summer 2002 - Propose changes to Discriminatory Conduct Policy
- Summer/Fall 2002 - Bring office staffing level up to 100%
- Fall 2002 - Commence diversity education initiatives.

3. Events

- Fall 2001/Spring 2002 - In conjunction with the Academic Staff Climate Subcommittee, the mentoring programs and other campus units, Provost's Office co hosts a number of events to improve campus climate. Including workshop on the Pay Plan and forum on "Best Places to Work."
- March 2002 - Provost and Associate Vice Chancellor for Campus Climate invite all faculty and academic staff members celebrating their one-year anniversary as a UWM employee to a Brown Bag on Campus Climate to thank individuals for their contributions to UWM, celebrate their first-year anniversary, share experiences, and provide ideas on how the campus can improve the first-year experience for its employees.
- 2002-03 - Continue ongoing programs/events, such as workshop and forums on academic civility and work-life balance.