

Academic Staff Policies and Procedures

UWPA 3

ACADEMIC STAFF MEMBERS

3.01 TYPES OF APPOINTMENTS. Academic staff appointments may be fixed term, probationary, or indefinite under UWS 10.01.

3.02 FIXED TERM APPOINTMENTS. Fixed term appointments shall be for a definite period of time specified in the letter of appointment, are renewable solely at the option of UW-Parkside and carry no expectation of re-employment beyond the stated term, regardless of how many times renewed. [Renewal decisions involving] **For** fixed term academic staff members who have served UW-Parkside for a substantial period of time, renewal decisions should recognize their long term contributions as well as the continuing needs of the institution. Conditions of fixed term employment are set forth in UWPA 7.

3.03 PROBATIONARY APPOINTMENTS. Academic staff members who are not fixed term appointees shall have probationary or indefinite status. A probationary academic staff appointment is one leading to review and decision on indefinite appointment. Academic staff in each operational area as defined in UWPA 3.05 may be eligible for probationary/indefinite appointments. The probationary period at UW-Parkside shall not be less than one year or greater than seven years. Up to and not exceeding three years of prior appropriate service outside UW-Parkside may be counted in the probationary period. The letter of appointment must clearly state the amount of prior service to be counted. Directors or appropriate supervisors may nominate and forward to the appropriate hiring authority the names of those members of the operational area deserving of such an appointment. Under exceptional circumstances a probationary staff member may resign his/her probationary appointment to accept a fixed term appointment with different duties with the approval of the chancellor after consultation with the Academic Staff Committee. If such a change occurs, previous probationary service shall not be lost and shall continue if he/she returns to a probationary appointment. An academic staff member on a fixed term appointment may accept a probationary appointment. Up to but not exceeding five years of full-time equivalent service in a fixed term appointment at UW-Parkside may be counted as part of a probationary period.

3.04 INDEFINITE APPOINTMENTS. An indefinite appointment is an appointment of 50% time or more with permanent status and for an unlimited term, granted by the chancellor to a member of the academic staff pursuant to UWPA 5. Such an appointment is terminable only for cause under UWS 11 or for reasons of budget or program under UWS 12. The proportion of time provided for in the initial indefinite appointment may not be decreased or increased without the mutual consent of the academic staff member and UW-Parkside unless the appointment is terminated or decreased under UWS 11 or UWS 12. Academic staff members

may be granted indefinite appointment prior to the end of the probationary period, but in no case before one year of probationary service is completed. An indefinite appointment is not acquired solely because of years of service. An academic staff member with an indefinite appointment does not lose that status if he/she accepts a limited appointment as provided in UWS 15.01.

3.05 OPERATIONAL AREAS. The operational area of fixed term and probationary/indefinite appointments is limited to the division, department, office, college, school or specified research or program unit indicated in the letter of appointment; the appointment does not carry rights beyond that limitation.

3.06 LETTERS OF APPOINTMENT AND RECRUITMENT. The terms and conditions of the appointment shall be specified in a written letter of appointment signed by the appropriate hiring authority. The appointment letter shall contain details as to terms and conditions of the appointment, including but not limited to the following:

1. Title and name of the person in immediate supervision of the employee.
2. Type of appointment, whether fixed term, probationary, or indefinite.
3. The operational area of the appointment.
4. Duration of appointment, including starting and ending dates.
5. Evaluation period for initial appointments.
6. Amount of prior service counted.
7. Length of probationary period, if applicable.
8. A statement of salary and nature of funding.
9. General position responsibilities and criteria for evaluation, if for any reason these differ from UWPA 4.02-4.05 as appropriate.

Reappointment letters shall be sent to fixed term and probationary academic staff members by the appropriate hiring authority annually or at the appropriate interval and shall include any changes in points 1-9 above. If a significant change in the existing conditions of the appointment (including nature of funding) occurs during the appointment period, these conditions should be specified in writing to all involved parties.

3.07 OFFICIAL PERSONNEL FILE.

1. There shall be only one official personnel file for each academic staff member. This shall be the only file used for performance review and promotion decisions. No materials should be added to or deleted from this file without the knowledge of the staff member. The contents and uses of such official personnel files should be governed by the current federal and state regulations pertaining to confidentiality of personnel records.

2. The official personnel files shall be maintained by the appropriate hiring authority except for the files of the teaching members of the academic staff. The

files of the teaching members of the academic staff shall be maintained in the appropriate school/college office.

3.08 RECRUITMENT. Each appropriate hiring authority shall be held responsible for recruitment of academic staff consistent with system and campus policy and state and federal laws with respect to equal employment opportunities.

3.09 TEACHING MEMBERS OF THE ACADEMIC STAFF.

1. Teaching members of the academic staff are covered by the provisions of UWPA 1 through UWPA 13 unless specifically excluded.

2. Rights.

- A. The rights of all teaching members of the academic staff in matters of academic freedom are exactly the same as those of the faculty.
- B. All teaching members of the academic staff shall have access to clerical services and office space unless otherwise stated in the letter of appointment.

3. In the event a teaching member of the academic staff is the subject of consideration regarding dismissal for cause, grievance, or complaints for which this legislation provides committee deliberations, that teaching member may choose to have the issue considered by the Academic Staff Committee or the appropriate faculty committee.

4. Associate Lecturer/Adjunct Appointments

- A. Such appointments shall be clearly designated in the letter of offer as part-time positions and shall normally be limited to an academic year, a single semester, or fraction thereof.
- B. At least annually the appropriate hiring authority in consultation with the appropriate faculty, shall review associate lecturer/adjunct appointments in order to determine the appropriateness of these allocations.
- C. Salary-setting procedures established for such positions shall include the following factors: educational level and relevant experience of the applicant; number of credit hours; and number of contract hours.

3.10 LIMITED [TERM] APPOINTMENT. Academic staff granted full-time limited appointments as defined in UWS 15 and UPG 1 may be granted a concurrent fixed term academic staff appointment with an appropriate academic staff title or appointment as faculty or classified staff. While the person is serving in the limited appointment, the appointee shall be "on leave" from the concurrent academic staff appointment (referred to as a backup appointment). Current academic staff who are granted limited appointments shall not lose rights of an academic staff appointment by acceptance of a limited appointment. The backup appointment will become active in the event that a hiring authority wishes to withdraw limited appointment status with appropriate notice as provided for in

UWS 15. Termination of a limited appointment is not dismissal under UWPA 8. The time periods set forth in UWPA 7.02 (1) shall not be applicable while the person is "on leave" from the academic staff appointment but shall become applicable at such time as the person leaves the limited appointment and the concurrent academic staff appointment is activated. A backup appointment granted under this provision is typically for no more than a one-year period. As provided for in UWS 15, all rights and responsibilities granted prior to the limited appointment including the time periods set forth in UWPA 7.02 (1) shall be reactivated upon return to the academic staff appointment.

3.11 ACADEMIC STAFF EMERITUS. Emeritus status may be granted to retiring members of the academic staff in recognition of meritorious achievement during a long period of service at UW-Parkside and its predecessor units if appropriate.

1. The proposal of an academic staff member for emeritus status will follow these steps.

- A. The proposal should originate in the departmental Executive Committee or with an appropriate personnel review authority.
- B. The proposal should be reviewed by the Dean or other administrative head as appropriate.
- C. The proposal should be considered by the Academic Staff Committee.
- D. The proposal should be forwarded to the chancellor for final approval.

2. The following are the rights and privileges of academic staff emeriti.

- A. Academic staff members granted emeritus status shall be listed in the printed budget (Red Book) for the fiscal year following retirement.
- B. Upon report of emeritus status to the Regents, a special certificate shall be prepared by the Chancellor's Office and sent directly to the retiree or his/her former department.
- C. The designation "Emeritus" carries with it the sense of status associated with academic staff membership, even though an emeritus academic staff member is not legally a member of the academic staff.
- D. Emeritus Academic Staff should be consulted about policies likely to affect them.
- E. The Office of University Governance shall serve as a formal communication link between the University and the emeritus academic staff. The Academic Staff Committee may designate a secretary of the emeritus academic staff to assist in this function.
- F. Emeriti shall have access to post-retirement counseling and guidance, including financial advice, either on campus or by referral to the appropriate UW System representative.
- G. Emeriti shall have the same privileges as regular academic staff members and faculty with regard to:
 1. Library borrowing privileges;
 2. Eligibility for library carrel space;

3. Access to all of the University's computing resources;
 4. Access to recreational and social facilities.
- H. Departmental prerogatives for the emeritus academic staff, such as office and/or laboratory space, mailbox, and photocopying privilege, are within the purview of the department Chair and/or Dean of the school/college and shall be reviewed periodically. Appropriate facilities should be provided emeriti with part-time appointments. For the fully retired emeriti, departments and school/college are encouraged to consider doing what they can for those who want to remain linked to their former academic homes and who participate in various academic, institutional, professional, or research activities.
- I. In cases where departments or school/college cannot provide such resources for emeriti who continue to participate in academic, institutional, professional or research activity, the Vice Chancellor/Provost shall endeavor to make available suitable alternate arrangements.
- J. Emeriti may obtain a retiree staff ID card. (Currently there is no fee for retiree ID cards).
- K. Emeriti may apply for parking permits on the same basis as currently employed faculty and staff. Permits for the unreserved area shall be available at no cost or at a reduced rate (University Police's current policy for all retirees is to waive the fee for a non-reserved parking permit).
- L. Emeriti shall have the following additional privileges:
1. Receipt of those campus publications, informational notices, and notices of events that each emeritus academic staff member desires.
 2. Listing with the academic staff in catalogs and in the university directory.
 3. Invitation to participate in public ceremonies such as commencements, academic processions, and convocations as appropriate.
 4. Invitation to attend academic staff meetings.
 5. Invitation to all university functions open to the academic staff.

Approved by the Academic Staff Committee, October 12, 1982, and Revised June 9, 1986, March 7, 1991, June 23, 2003 (addition of 3.11), June 12, 2007, January 7, 2009.