

## Academic Staff Policies and Procedures

### UWPA 7 FIXED TERM

7.01 COVERAGE. Provisions of UWPA 7 (Fixed Term) apply to all fixed-term academic staff holding appointments of 50% time or more, except as noted in UWPA 7.02.

#### 7.02 LENGTH OF CONTRACT.

1. Contracts are tied to the fiscal year which starts on July 1. New contracts signed between July 1 and September 15 will be considered a full year of service as of June 30 of the following year. Those contracts signed after September 15 will not be credited with a year of service as of June 30 of the following year. Years of service as defined in 7.02 applies only to UW-Parkside contracts for employment and has no effect on years of service as defined by the Wisconsin Retirement System, Department of Employee Trust Funds or others.

2. The initial contract may be limited to one year. All fixed-term renewable academic staff, non-instructional and instructional, employed 50% or more time, may receive a series of three one-year contracts, and at the conclusion of the third full year of continuous service in the same academic staff position will be granted either a non-renewal or a three-year fixed-term appointment. Academic staff awarded a three-year contract would have an additional year added to their contracts annually so they are operating under a "rolling horizons" contract. For rolling horizons, notification will be at the normal time of renewal. Academic staff with fixed-term terminal contracts (for instance adjunct instructors, and certain grant, contract or short-term funded academic staff) do not hold renewable contracts and are not eligible for rolling horizon contracts.

3. Academic staff paid from a grant, contract or short-term funding may be renewed for shorter periods that expire concurrently with the funding awards. A reduced length of contract is not to be used when the current funding award extends beyond the normal contract length. These appointments may be fixed-term renewable contracts subject to the notice periods in UWPA 7.04(1)(C), or may be fixed-term terminal contracts specifying that renewal is not intended and no further notice of non-renewal will be given.

7.03 PERFORMANCE REVIEW. Performance review shall be conducted in accordance with UWPA 4.

#### 7.04 NON-REAPPOINTMENT.

##### 1. Notice Periods.

- A. Fixed-Term Terminal: When the letter of appointment states the contract is terminal and renewal is not intended, no further notification of non-renewal will be given.
- B. Fixed-Term Renewable: For those not yet a on a rolling horizon, separate written notice that a fixed-term renewable academic staff appointment will not be renewed shall be

given with at least three months notice before the end of the appointment in the first two years and at least six months notice for service of at least two years but less than three.

Academic staff on a rolling horizon, typically granted after three years of service and employed 50% time or more, must receive written notice of non-reappointment separate from the appointment letter no later than May 1 in the first year of the current three year appointment. The academic staff member will still be entitled, but is not obligated, to complete the time remaining in the current appointment.

- C. Fixed-Term Renewable Grant-Funded: Separate written notice that a grant, contract or short-term funded fixed-term renewable appointment will not be renewed will be given accordingly: at least three months notice before the end of the appointment in the first two years; at least six months notice before the end of the appointment after service of more than two years. As noted in UWPA 7.04(1)(A), academic staff paid from grant, contract, or short-term funding will not receive a non-reappointment notice if the appointment letter states renewal is not intended.

## 2. Procedures.

- A. All fixed-term renewable appointees in their first through third years of employment shall be provided with written notice of non-reappointment in accordance with UWPA 7.04 (1).
- B. Fixed-term renewable employees in their fourth through sixth years who are non-renewed may request written reasons for non-reappointment within five working days from the receipt of the notification.

Written reasons for non-renewal will only be provided if the employee requested reasons after receipt of notice of non-renewal. The appropriate hiring authority shall respond within five working days of receipt of the request. Such requested written reasons will become part of the official personnel file.

If the academic staff member wishes reconsideration, a written request to the supervisor should be made within twenty working days of the date of receipt of notification of non-reappointment. The meeting for reconsideration shall be held within ten working days of the receipt of the request and the academic staff member shall be notified of the meeting at least five working days in advance. The time limits may be extended by mutual consent of all parties. The meeting shall consist of the employee, the supervisor, and the appropriate hiring authority. The reconsideration is not a hearing, not an appeal, and shall be non-adversarial in nature. Its only purpose is to allow the staff member an opportunity to persuade the supervisor and/or appropriate hiring authority to change the recommendation of non-renewal by challenging the stated reasons and/or by offering additional evidence. Upon request of any party to the meeting an impartial observer may be present. Within ten working days after the reconsideration meeting, the appropriate hiring authority shall notify the employee of the final decision regarding his/her status.

- C. Fixed-term renewable employees in their seventh year and beyond shall be entitled to written notification of non-reappointment in accordance with UWPA 7.04 (1B) or (1C), shall enjoy the procedural protections provided by UWPA 7.04 2(B), and shall further be entitled to a meeting to review the non-reappointment decision with the chancellor. This review shall occur within twenty working days of the written request for review. The decision by the chancellor is final.

Approved by the Academic Staff Committee, October 12, 1982, and Revised June 9, 1986, March 7, 1991, December 3, 1998, April 1, 1999, November 8, 1999, June 18, 2001, June 12, 2007, January 7, 2009. December, 2012.