

Sample

MEMORANDUM

TO: Department Chairs/Directors

FROM: _____, Dean or Director

DATE: January 2, 2008

RE: Indefinite, Rolling-Horizon, and Multiple-Year Appointments for Academic Staff

Are there academic staff members in your department/unit who might be eligible for rolling-horizon, multiple-year, or indefinite appointments? To help you identify such individuals, a report of employees—by major department only—with at least five years of UW-Madison academic staff service is provided. (This does not preclude you from reviewing individuals with less than five years of UW-Madison service.) Using the attached Guidelines and Job Security Codes chart, you need to do the following:

- 1) review those individuals on the list for increased job security
- 2) record one code for each person on the list
- 3) update IADS, as needed (department or division)
- 4) return one completed report to ___[personnel/HR representative]___ by ___[date]___.

Your role in promoting job security for academic staff members is pivotal. Our division personnel representative, _____[name]_____, is available to advise and assist your department in making these decisions. Ultimately, however, the recommendation for a change for an individual rests with you.

Academic staff members play vital roles at UW-Madison and extended appointments are one way to recognize their contributions. Your support is most crucial in rewarding these valued staff. Thank you for your support.

Enclosures

- (Report of academic staff with at least 5 years of UW-Madison academic service)*
- (Guidelines for Review of Long-Term Academic Staff for Increased Job Security)*
- (Job Security Codes chart)*
- (“Help” sheet)*