

## **CHAPTER 1 COVERAGE AND DEFINITIONS**

### **1.01 Coverage**

Pursuant to UWS 9.01, these policies and procedures apply to all academic staff appointments at the University of Wisconsin-Madison. Faculty status, as granted under Faculty Policies and Procedures, does not affect the holder's rights and privileges as an academic staff member.

### **1.02 Delegation**

Pursuant to Wisconsin Statutes 36.09(4m), the Academic Staff Assembly through its Executive Committee and its Personnel Policies and Procedures Committee makes recommendations to the University of Wisconsin-Madison chancellor concerning policies and procedures for academic staff appointments as provided in UWS 8-13.

### **1.03 Definitions**

*"Academic Staff"* means professional and administrative personnel other than faculty with duties and types of appointments that are primarily associated with higher education institutions or their administration. Each academic staff has a principal role related to research, teaching, outreach, student services, information technology, libraries, communications, clinical/health services, or other responsibilities. Academic staff may also have an ancillary role that is complementary and related to the principal role. Academic staff may hold positions and/or have working titles that include the term "professor," which is authorized by FP&P 1.03A. Academic staff titles are identified in the UW-Madison *Unclassified Title Guidelines*.

*"Budget or Program Decision"* refers to the reallocation or termination of resources by a University management decision that may result in staffing reductions in a program or operational area. This is distinct from funding loss (see definition below).

*"Department"* is a group of faculty members recognized by the faculty and the chancellor of the institution, and the Board of Regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest (UWS 1.03).

*"Director,"* where the phrase "dean or director" is used, identifies the equivalent of a dean at the divisional or institutional level who typically reports to the chancellor or a vice chancellor.

*"Discipline"* refers to any sanction short of dismissal imposed by the university against an academic staff member for unsatisfactory performance or misconduct, including but not limited to a letter specifically identified as a reprimand, reduction in salary, change of appointment status, or suspension without pay. Performance reviews, letters of counseling, administrative leave with pay, merit-pay determinations, and the like are not considered discipline.

*"Dismissal for Cause"* is the termination of an academic staff member's employment for just cause using procedures in ASPP 6.

*"Division"* is a major organizational element of the university headed by a dean or director who typically reports directly to the chancellor or a vice chancellor.

*"Employing Unit"* is the organizational area, such as a school, college, division, or smaller unit, having the personnel and budgetary responsibility for a position.

*"Fixed-Term Renewable Appointment"* is an appointment for a period of time specified in the letter of appointment and is renewable. Fixed-term renewable appointments may be ended during the evaluation period (ASPP 2.04) or because of funding loss, a budget or program decision that requires a program to be discontinued, curtailed, modified, or redirected, unsatisfactory performance, or misconduct, according to procedures outlined in UW-Madison ASPP 3, 5 and 6.

*"Fixed-Term Rolling-Horizon Appointment"* is a type of renewable appointment that extends daily for the term specified in the letter of appointment or other document.

*"Fixed-Term Terminal Appointment"* is an appointment for a fixed term only, as specified in the letter of appointment, and shall not be used repeatedly except as specified in ASPP 2.01.A.3.

*"Funding Loss"* is an unanticipated cancellation or reduction of a contract or grant (usually from an external agency) or an unanticipated decline in an income account supporting a particular activity. Funding loss results from a decision neither made by nor within the control of University management.

*"Grievance"* is a written allegation filed by a member of the academic staff in regard to an employment problem that affects his or her conditions or circumstances of employment.

*"Indefinite Appointment"* is an academic staff appointment having permanent status and for an unlimited term. The rights conferred by an indefinite appointment are limited to the operational area in which the appointment is made. Indefinite appointments are neither limited to nor specific to any academic staff position or title series.

*"Joinder"* is a term meaning formal joining together, for a single review or hearing ~~and disposition~~, of appellants or grievants having the same or directly related set of facts and circumstances or legal situation.

*"Layoff"* is the termination of an academic staff member's employment because of funding loss or a budget or program decision either prior to the end of the appointment or when proper notice of nonrenewal under ASPP 3.04 cannot be given.

*"Limited Appointment"* is a special appointment to a designated administrative position (UWS 15.01) and is not an academic staff appointment. A limited appointee serves at the pleasure of the authorized official who made the appointment. Academic staff accepting limited appointments retain the rights outlined in ASPP 2.09.

*"Multiple-Year Appointment"* is a form of fixed-term renewable appointment with a term longer than one year.

*"Nonrenewal"* is the termination of an academic staff member's employment at the end of the appointment because of funding loss, a budget or program decision, or unsatisfactory performance, when proper notice of nonrenewal under ASPP 3.04 and 3.05 is given.

*"Operational Area"* is the organizational level specified in the letter of appointment as having responsibility for supporting a position, such as a school, college, division, department, or smaller unit.

*"Pay Basis"* is the specification of whether an academic staff member's salary is paid on an annual (12 months), academic year (9 months), or other appropriate basis.

*"Probationary Appointment"* is an academic staff appointment leading to review and decision on indefinite appointment.

*"Program Decision"*: See *"Budget or Program Decision."*

*"UWS 8-13; 15; 18, 19, and 21"* refer to the *Rules of the Board of Regents of the University of Wisconsin System, s. UWS 1-21, Wisconsin Administrative Code* including academic staff rules (Chapters 8-13); limited appointments (Chapter 15); conduct on university lands (Chapter 18); sick leave (Chapter 19); use of university facilities (Chapter 21).

*"Years of Academic Staff Service"* is continuous years of paid UW-Madison academic staff employment without regard to percent of employment. A leave of absence of any length or a break in academic staff service of three years or less will not result in loss of prior years' academic staff service. For purposes of determining the required minimum nonrenewal or layoff notice period, an appointment of one or both semesters of an academic year shall count as one year of service.