

*Informational Copy*MEMORANDUM

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**TO:** Deans and Directors (a/b)

**FROM:** Provost Paul M. DeLuca, Jr.

**DATE:** March 3, 2014

**RE:** Increased Job Security for Academic Staff – Action Required

Academic staff members play vital roles at UW-Madison and appointments that provide increased job security are one of the few ways to recognize their contributions. It is time for the annual review of academic staff members who have five or more years of academic staff service at UW-Madison to determine whether a new or increased multiple-year appointment, rolling-horizon appointment or indefinite appointment is appropriate. Increased job security for academic staff is appropriate when the following criteria are met: 1) the quality of their performance warrants increased job security, 2) their role is an integral part of their department's or unit's continuing mission, and 3) a funding source can be identified that permits multiple-year, rolling-horizon, or indefinite appointments (Academic Staff Policies and Procedures [ASPP], Chapter 2.05). The list of your academic staff with five or more years of academic staff service has been sent to your HR representative.

**Please encourage your departments to give serious consideration to increased job security for academic staff members.** To assist you in passing along this message, we have prepared a sample memorandum (attached) that we would like you to send to your departments.

If you would like additional information regarding this process, please contact your human resource representative.

Thank you for your support.

Enclosure

*(Sample memo)*

xc: Division HR Representatives  
Heather McFadden, ASEC Chair  
Deb Brauer, PPPC Co-Chair  
Linda Scholl, PPPC Co-Chair  
Stephen Lund, APO Director