



THE LONGER-TERM APPOINTMENT REVIEW

Academic Staff Policies and Procedures (ASPP) requires departments to conduct an annual review of all academic staff with five or more years of academic staff service at UW-Madison. The purpose of this review is to identify individuals to be considered for increased job security when the following three 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
3. a funding source can be identified that can permit multiple-year, rolling-horizon or indefinite appointments.

Departments make recommendations on longer-term appointments to deans and directors, who must approve these recommendations before they can take effect.

TYPES OF LONGER-TERM APPOINTMENTS

1. A **multiple-year** appointment is a fixed-term renewable appointment made for more than one year. This type of extended appointment may be especially appropriate for individuals on multiple-year grants. Renewals are possible as long as the appointee renders satisfactory service, funds are available, and the directions of the program do not change.
2. A **rolling-horizon** appointment is a fixed-term appointment that extends daily for the term specified. The term may be for one or more years (ASPP 2.01.1.b).
3. An **indefinite** appointment is an academic staff appointment with permanent status for an unlimited term in a specified operational area. Indefinite appointments confer the greatest job security of any academic staff appointment. Indefinite appointments are available to all academic staff title series and positions (ASPP 2.07).

WHO IS ELIGIBLE FOR REVIEW?

After employees have five years of academic staff service at the university, departments are required to review them annually for longer-term appointments. However, no presumption is made that an individual must have had five years of service before being considered; that is, employees can be considered for longer-term appointments with fewer than five years of service. Individuals who currently hold rolling-horizon appointments shall be reviewed and a determination made about their eligibility for an indefinite appointment.

Academic staff with five years or more of service who do not have a multiple-year or a rolling-horizon appointment shall be given written reasons **upon request** (ASPP 2.05).

Eligible individuals must be reviewed even though financial constraints may preclude awarding longer-term appointments. You may want to take this opportunity to discuss this review with your supervisor or personnel manager. For more information about these review requirements, please see (ASPP 2.05).

QUESTIONS?

You are invited to contact any of the Personnel Policies & Procedures Committee Members

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See “Academic Staff Policies and Procedures” (ASPP) for information on your rights in such areas as:

- **JOB SECURITY**
- **TYPES OF APPOINTMENTS**
- **EMPLOYMENT PROBLEMS**

Find it on the web at: <http://acstaff.wisc.edu/> (click on “Documents and Publications”).

Want a hard copy of ASPP? It can be obtained from your departmental office or the Secretary of the Academic Staff (270 Bascom Hall 263-2985).

ACADEMIC STAFF

YOU MAY BE ELIGIBLE FOR

INCREASED JOB SECURITY

THROUGH A LONGER-TERM APPOINTMENT