

(Date)

(Prefix) (FirstName) (LastName)

(Address)

(City, State Zip)

Dear (Prefix) (LastName):

I am pleased to offer you a probationary teaching academic staff appointment in the (Department) in the (School) at the University of Wisconsin-Milwaukee.

The terms of this appointment are as follows –

- Title: (Title)
- Percentage of appointment:
- Beginning and ending dates of employment: (ApptDates)
- Operational Area:
- Period of probationary service counted: (Probationary Period)
- Full time salary/salary rate and pay basis: \$(Salary) prorated from a full-time (Academic Annual) salary rate of \$(Rate)
- Supervisor: (Supervisor)
- Duties and responsibilities: (Duties)
- Additional terms: (Terms)

To accept this offer, sign the original of this letter on page two and return it to me within five (5) days of receipt. If you have any questions, please contact your supervisor.

Sincerely,

Dean/Division Head

Title

Cc: (ChairDirector)

Please read the information on page two to assure that you are appropriately payrolled and receive any benefits to which you may be entitled.

PAGE 2 (**Probationary Appointments**)

The provisions of *Wisconsin Administrative Code (UW System Chapters)* and *University of Wisconsin-Milwaukee Academic Staff Personnel Policies and Procedures* apply to this appointment. This information is available under Academic Staff Appointment Information on the UWM Human Resources web site at <http://www.uwm.edu/Dept/HR/>.

Annual salary increases, if any, for this appointment are governed by applicable UWS and UWM merit procedures established for the faculty and academic staff.

Academic staff members on probationary appointments have a maximum of seven years to complete probationary service. The appointee will be reviewed for advancement to an indefinite appointment no later than the end of the sixth year of probationary service.

Criteria that are used to determine the feasibility of reappointment or promotion to indefinite status are continuing need for the position, funding availability, and quality of the employee's performance.

Academic staff appointees meeting requirements for participation in the Wisconsin Retirement System are eligible for sick leave benefits as described in Unclassified Personnel Guideline #10. Only annual pay 12-month "A" basis academic staff appointees, meeting requirements for participation in the Wisconsin Retirement System, are eligible for vacation/annual leave benefits as described in Unclassified Personnel Guideline #9. Legal holidays occurring during the academic year constitute the only paid vacation period for academic staff paid on an academic year basis.

Employees on Academic Year Appointments (9-Month Pay Basis)

Appointments on an academic year nine-month "C" pay basis include employment for a thirty-nine week period. Appointments for one semester will include employment for a nineteen and one-half week period. Appointee shall be present on campus during the week immediately preceding the first scheduled day of classes. The academic year salary will be paid in nine equal amounts on the first of each calendar month following the beginning of employment. The first paycheck for each academic will be paid on October 1st. **The ninth paycheck received on June 1, shall reflect, *if applicable*, health and life insurance deductions for June, July, August and September.**

Employees on Annual Appointments (12-Month Pay Basis)

Appointments on an annual twelve-month "A" pay basis will be paid in equal amounts on the first of each calendar month following the beginning of employment.

TO RECEIVE YOUR FIRST PAYMENT --

- ❖ Return the signed original copy of this letter
- ❖ Complete and return any enclosed forms
- ❖ A valid I-9 (Federal verification of work authorization form) must be on file
- ❖ **All of the above documents must be received to add you to the payroll**

TO RECEIVE BENEFITS --

- ❖ Application for membership and participation in any insurance program or other fringe benefit must be submitted within thirty (30) days of the first contractual date of your **initial** UWM appointment
- ❖ Email the UWM Benefits staff at benefits@uwm.edu to find out when a benefits review session is being held or visit the benefits site for the current schedule at (http://www4.uwm.edu/hr/benefits/benefits_reviews.cfm)
- ❖ **Failure to do so may result in lost and/or delayed benefits**

The University of Wisconsin distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account. Please complete the attached ACH form and return it to the payroll office, which is located in Engelmann 170.

I accept the appointment as described in this letter.

Signature

Date