UWM Chapter 107 PROMOTION TO INDEFINITE APPOINTMENT

107.01 Promotion to Indefinite Appointment
To be eligible for promotion to indefinite appointment, an academic staff member on a probationary appointment shall meet the provisions outlined in UWM 104.03. Within 20 working days of the beginning of the fifth year in a probationary appointment, the Academic Staff member shall be notified by the Unit's Personnel Representative or immediate supervisor regarding the timeline for submitting written materials to the Academic Staff Review Committee for consideration to Indefinite Appointment.

The academic staff member must submit materials for review to his/her supervisor and/or executive committee prior to the date marking the start of the third quarter of the staff member's sixth year or, if appropriate, start of the 12th semester. The supervisor shall notify a probationary academic staff member in writing at least 20 working days prior to a review conference at which promotion to indefinite appointment will be considered. The academic staff member and supervisor shall review all written materials required by the Academic Staff Review Committee. The academic staff member may also submit additional written material to support promotion to indefinite appointment. Category B academic staff may also make a personal presentation. The meeting at which the presentation is made shall be closed unless an open meeting is requested by the academic staff member.

In the event that an academic staff member requires an extension of their probationary review and it is not otherwise covered in UWS 10.03 2 (1-4) (b), the following procedures shall be followed:

(1) The academic staff member must submit a request for extension to his/her immediate supervisor at least 40 working days prior to the date marking the start of the third quarter of the staff member's sixth year or, if appropriate, start of the 12th semester.
(2) If the supervisor supports the request, he/she shall forward it to the appropriate dean or division head within 10 working days who shall, if in agreement, forward the request within 10 working days for extension to the Academic Staff Committee for review and action.
(3) The Academic Staff Committee shall review the request for extension and notify the dean or division head, supervisor, and academic staff member of action taken. If the extension is granted, the Academic Staff Committee shall notify the appropriate review committee of the extension.
(4) Review extensions can only be granted for a 6-month period or, if appropriate, one semester and are not renewable. The academic staff member granted a review extension, but not reviewed prior to the end of the sixth year should expect a terminal year letter (in accordance with UWM Chapter 106).
(5) Files that are received by the Category A or Category B Review Committee after the start of the third quarter of the sixth year (or, if appropriate, 12th semester), or after an extension period deadline will not be considered.
(6) Any academic staff member has the right to appeal a supervisor's or dean/division head's decision not to support a request for extension. The academic staff member must appeal within 15 working days of receiving notification to the Academic Staff Hearing and Appeals Committee under the procedures listed in Section 112.04 (b)(4).

107.02 Supervisor/Executive Committee Recommendation for Indefinite Appointment
The review file and recommendation of the supervisor and/or executive committee to promote the academic staff member to indefinite appointment shall be forwarded to the dean or division head with copy to the academic staff member within ten working days of the review conference specified in UWM 107.01. If the recommendation forwarded would result in non-renewal, the dean or division head must follow the procedures outlined in UWM 106.03.

107.03 Dean or Division Head's Action on Recommendation for Indefinite Appointment

The dean or division head shall forward the review file to the Academic Staff Review Committee within five working days of the receipt of a positive recommendation from the supervisor and/or executive committee. The Committee shall review the recommendation based on its established criteria. The Academic Staff Review Committee recommendation shall be reported in writing to the dean or division head and the academic staff member within 30 working days of the receipt of the file. The dean or division head shall forward a positive recommendation to the Chancellor, the academic staff member, and the Review Committee within 10 working days of receipt of the Committee's recommendation.

If the dean or division head decides not to forward a positive recommendation he/she shall notify the academic staff member and the chairperson of the Review Committee within ten working days of receipt of the Committee's recommendation. The academic staff member may, in writing, request written reasons within five working days of receipt of such notification; the dean or division head shall respond within five working days of receipt of the request. If the dean or division head's decision results in non-renewal, he/she shall inform the academic staff member in writing of the effective date of the non-renewal and of the academic staff member's rights to written reasons under UWM 106.03 and/or appeal under procedures outlined in UWS 10.04 and UWM 106.04.

107.04 Reconsideration of Negative Recommendation from the Review Committee.
If the Review Committee gives a negative recommendation where the result may be non-retention, the Review Committee, before forwarding its recommendation to the dean or division head, must notify the supervisor and the academic staff member of its intention and of the right of the supervisor to ask for reconsideration within ten working days of the receipt of the notice. If no request for reconsideration is received within ten working days, the findings of the Review Committee shall be forwarded immediately to the dean or division head. If the supervisor does request reconsideration, the Review Committee must meet within 10 working days of the receipt of the request. The time limits of this section may be extended by mutual consent of the supervisor and the Review Committee.

107.05 Subsequent Considerations for Indefinite Appointment
If the action of the dean or division head does not result in promotion to indefinite appointment or non-renewal, the academic staff member may be reviewed at a later date. If prior consideration occurred before the academic staff member's sixth year of probationary service, all steps in the review process must be repeated. If the prior consideration occurred during the academic staff member's sixth year of probationary service, only that part of the review process which was not completed must be performed. If the action of the dean or division head results in non-renewal, the academic staff member may request to be reviewed again for indefinite appointment prior to the end of his/her probationary period. The request shall be made to the dean or division head. If the request is granted, all steps in the review process must be repeated.

107.06 Chancellor's Action on Recommendation for Indefinite Appointment
Upon receipt of the recommendation from the dean or division head, the Chancellor shall inform the academic staff member and the Review Committee of his/her decision regarding the academic staff member's promotion to indefinite status. If the Chancellor's decision results in non-renewal, the academic staff member shall be notified in writing within 10 working days and that notice shall include reference to academic staff rights to written reasons under UWS 10.04 and UWM 106.03 and 106.04. The academic staff member may request reasons for the non-renewal within five working days of the notification of non-renewal. The Chancellor shall respond to the request following the procedures in section 106.03 of these Policies and Procedures. The decision of the Chancellor regarding promotion to indefinite status is final and not subject to further appeal.