Revision to Academic Staff Personnel Policies and Procedures Chapter 101, Coverage, Definitions and Functional Areas

The Academic Staff Codification Committee recommends changing the information shown in Chapter 101 of the Academic Staff Personnel Policies and Procedures to clarify and alphabetize terminology and definitions. Tracked and untracked versions of this chapter are shown below.

Tracked version

Chapter 101
Coverage, Definitions and Functional Areas

101.01 Coverage
Pursuant to s36.09 (4m) Wis. Stats. and s. UWS 9.01, Wis. Adm. Code, these Policies and Procedures apply to all academic staff appointments on the University of Wisconsin - Milwaukee campus.

101.02 Definitions
Academic staff members are professional and administrative personnel other than faculty and classified staff with duties and types of appointments that are primarily associated with higher education institutions or their administration. Faculty status granted to an Academic Staff member, as described under the University of Wisconsin–Milwaukee Policies & Procedures, Chapter 101(1) (b), does not affect the holder’s rights and privileges as an academic staff member.

- Academic staff member – A member of the unclassified staff, holding any type of unclassified appointment except faculty and limited title appointments
- Bylaws – The Rules and Procedures by which committees must operate
- Category A – Academic staff holding neither instructional nor research academic staff appointments (e.g. student support or administrative)
- Category B – Academic staff holding instructional or research appointments
- Communication – Unless otherwise stated, all reference to communication means formal communication in writing (excluding email)
- Complaint – An allegation of inappropriate conduct filed against an academic staff member
- **Cumulative years of service** - the combined years of service to the University in an Academic Staff position with an appointment of 50% or greater, regardless of position, title, unit, or continuity of appointment.

- Fixed-term – Academic staff holding appointments for a fixed, finite period of time (e.g., nine-month or one-year contracts, often associated with grant funds)

- **Fixed-term**: Multiple year appointments – positions are appointed for a fixed period of time and are reviewed for possible extension at the end of the contract period

- **Fixed term**: Rolling horizon appointments – positions are appointed for more than one year and are reviewed and may be extended annually

- Functional Area – The specific unclassified work category which is defined by the majority of the type of work assigned to the position (i.e., Category A or Category B)

- Funding Types – GPR (long-term state funding) and grants/contracts (short-term state, federal or private funds)

- Grievance – An allegation of unfair, employment-related treatment filed by an academic staff member

- Indefinite – Academic staff holding an appointment revocable only for just cause or reason of layoff

- Layoff – The suspension of an academic staff member’s employment during the appointment period for reasons of budget or program

- Limited Title Appointments (Administration) – Campus positions holding no governance standing

- Operational Area: Indefinite – The division in which an indefinite academic staff member works

- Operational Area: Probationary/Fixed-Term - The department, program, unit and/or division indicated in the contract of the academic staff member

- **Prior Years of Service** - The number of years an academic staff member may be credited at the time of initial probationary appointment and shall be used in calculating notice periods

- Probationary – Academic staff holding appointments with the intention of appointment renewal for a maximum of seven years, potentially leading to an indefinite appointment
• University Academic Staff – All University of Wisconsin - Milwaukee academic staff members

• Years of Service – One year of service equates to one year of full-time employment or one-year “prior service” as counted in accordance with Chapter 104.03

• **Calculating Years of Service**
  - Calculating years of service shall be done using the anniversary date of the first contract date plus any prior years of service credited. The first year of one’s contract shall be considered the academic staff member’s first year (unless otherwise stipulated in the contract) and the anniversary date begins the next year of service

• **Prior Years Service**
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### 101.03 Functional Areas

There shall be two functional areas within the academic staff:

- Category A, for academic staff members who primarily carry out non-instructional and non-research professional academic responsibilities;
- Category B, for academic staff members who primarily carry out instructional and/or research responsibilities.

All academic staff members as defined in Section 101.03 of these Policies and Procedures shall be a member of one of these functional areas as specified in the employment contract.

For individuals holding limited title appointments concurrent with probationary academic staff appointments, the functional area shall be that of the concurrent academic staff appointment, as specified in the appointment letter.

*Untracked version*

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#### 101.02 Definitions

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