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

Rationale: At the request of the Academic Staff Committee, the Codification Committee reviewed Chapter 101 and recommended the following changes for clarity of language and policy references, and removal of old/unnecessary definitions or terms defined elsewhere in ASPPP.

Tracked version

**Chapter 101 Coverage, Definitions and Functional Areas**

101.01 Coverage
101.02 Definitions
101.03 Functional Areas

101.01 Coverage

Pursuant to s 36 Wisconsin Statutes 36.09(4m) Wis. Stats. and s. UWS 9.01, Wis. Adm. of the Wisconsin Administrative Code Rules of the Board of Regents, these Policies 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, Professional and administrative personnel other than faculty and University staff with duties, and subject to 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 Faculty Policies and Procedures, Chapter 101 (1) (b), does not affect the holder’s rights and privileges as an academic staff member.

- 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, instructional or non-instructional).

- **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** (Executive Administrative Staff Administration) — A special appointment to a designated administrative position. This type of appointment serves at the pleasure of the authorized official who made the appointment, and holds 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 where an academic staff member works as indicated in the employment 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.

• Years of Service: Calculation – 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.

101.03 Functional Areas

There shall be two functional areas within the academic staff:

• Category A, for Non-Instructional: Academic staff members who primarily carry out non-instructional and non-research professional academic responsibilities;

• Category B, for Instructional: 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 or indefinite academic staff appointments, the functional area shall be that of the concurrent academic staff appointment, as specified in the appointment letter.

(AS Doc 76, January 2013)
Clean Version

CHAPTER 101
COVERAGE, DEFINITIONS AND FUNCTIONAL AREAS

101.01 Coverage

Pursuant to Wisconsin Statutes 36.09(4m) and UWS 9.01, of the Wisconsin Administrative Code Rules of the Board of Regents, these policies and procedures apply to all academic staff appointments on the University of Wisconsin-Milwaukee campus.

101.02 Definitions

- Academic Staff member – Professional and administrative personnel other than faculty and University staff with duties, and subject to 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 Faculty Policies and Procedures, Chapter 101 (1) (b), does not affect the holder’s rights and privileges as an academic staff member.

- Cumulative years of service – The combined years of service to the University with an appointment of 50% or greater, regardless of position, title, unit, or continuity of appointment.

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

- Limited Title Appointment (Executive Administrative Staff) – A special appointment to a designated administrative position. This type of appointment serves at the pleasure of the authorized official who made the appointment, and holds 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 where an academic staff member works as indicated in the employment contract.

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