3.01 Types of Academic Staff Appointments.
As defined in section UWS 10.01 of the Wisconsin Administrative Code, there are three types of academic staff appointments: fixed-term, probationary, and indefinite. UW-Platteville has identified three different types of fixed-term appointments and does not use probationary or indefinite academic staff appointments at this time.

3.02 Fixed-Term Academic Staff Appointments.
As set forth below, there are three types of fixed-term academic staff appointments at UW-Platteville: (1) terminal contracts, (2) renewable contracts, and (3) rolling horizon contracts. When determining the appropriateness of a terminal contract or a renewable contract, considerations include if the position is instructional or not; the full-time equivalency (FTE) of the position; and the funding source of the position.

(1) Terminal Contract. A terminal contract is a contract for a fixed and limited period of time, not to exceed three calendar years, and most often presented as “one year only” or “one semester only.” Those holding a terminal contract work under an appointment with a fixed and clearly stated ending date. For those holding a terminal contract, there is no expectation of continued appointment after the ending date of the contract. Since a terminal contract has a fixed ending date, this type of fixed-term academic staff appointment ends by its own stated terms. This means that those holding a terminal contract do not receive notice of contract nonrenewal. This also means that no formal notice of the contract ending date is required beyond the terms of the contract itself. The following language from section UWS 10.5(1)(b) of the Wisconsin Administrative Code shall be included in the letter of appointment for those holding a terminal contract: “When the letter of offer for a fixed-term appointment states that renewal is not intended, no further notice of nonrenewal is required.” Terminal contracts may be issued when the appointing authority makes the determination that such a fixed-duration appointment best addresses the University's needs, including such factors as financial, staffing, or planning requirements.

(2) Renewable Contract. A renewable contract, is a contract for a stated period of time, that is subject to the contract renewal process. A renewable contract may be a one-year contract or a multi-year contract. A renewable contract can lead to a rolling-horizon contract. Renewable contracts may be issued when the appointing authority makes the determination that such appointments best address the University's needs, including such factors as financial, staffing, or planning requirements.

Academic staff members in the third year of service that have performed as expected or above for the immediate preceding three years may apply for a multi-year appointment, (to begin in the fourth year) and are responsible for initiating the evaluation process and providing all required documentation. All multi-year appointments must be recommended by the individual's supervisor(s), the administrative area head, the Personnel Commission of the Academic Staff Senate, and the assistant chancellor or provost. The recommendations will be forwarded to the chancellor for final action.

The chancellor or designee must review annually the appointments of academic staff who hold academic staff appointments of 0.5 FTE or more for at least the academic year, who are funded from program revenue or general purpose funds, and who have served seven years or more on successive fixed term contracts to determine the feasibility of moving such individuals to multi-year appointments.

Upon receipt of the recommendations from the supervisor(s), the administrative area head, the Personnel Commission of the Academic Staff Senate, and the assistant chancellor or provost, the chancellor shall review the recommendations with the goal of providing increased job security for the academic staff member. A member of the academic staff may appeal in writing any negative recommendation to the next appropriate review level. Only employees with seven or more years of service are eligible to submit appeals. If there is no appeal, the process stops. If the chancellor decides not to recommend a multi-year appointment, the academic staff member shall be given the written reasons upon request.
(3) **Rolling-Horizon Contract.** A rolling-horizon contract provides for automatic yearly extension of the contract’s ending date without going through the contract renewal process. A rolling horizon contract can be either for two years or three years. Rolling-Horizon contracts may be issued when the appointing authority makes the determination that such appointments best address the University's needs, including such factors as financial, staffing, or planning requirements.

(a) Rolling-horizon appointments are available to academic staff who were previously on a renewable contract and are intended to offer a measure of continuously-updated job security.

(b) Conditions and Characteristics.

1. Rolling-horizon appointments are not part of career progression.
2. The use of rolling-horizon appointments does not eliminate or lessen the requirement for annual performance reviews.
3. The essential feature of rolling-horizon appointments is that each year the expiration date for the appointment is automatically extended by one fiscal year unless specific administrative action is taken by May 1 to prevent that extension.
4. As a general rule, instructional academic staff are not eligible for appointment to a rolling-horizon contract. When the hiring unit seeks to recommend the issuance of such a contract to a continuing instructional academic staff employee, the department chair shall confer with the Dean and Provost and Vice Chancellor for Academic Affairs. The hiring unit must provide a compelling case why the services provided are not being delivered by tenure track or tenured faculty.

(c) **Length of Service Requirements.** Academic staff members in the fifth year of service may apply for a Rolling-Horizon appointment, (to begin in the sixth year).

(d) **Factors Considered.** The suitability of a rolling-horizon appointment for a particular individual will be based on an evaluation of all of the following factors:

1. The quality of the individual's work performance evaluation;
2. The projected short- and long-term staffing profile of the concerned unit or office; and
3. The availability and stability of funding for the position.

Academic staff members in the fifth year of service that have performed as expected or above for the immediate preceding five years may apply for a Rolling-Horizon appointment and are responsible for initiating the process and providing all required documentation. All Rolling-Horizon appointments must be recommended by the individual's supervisor(s), the administrative area head, the Personnel Commission of the Academic Staff Senate, and the assistant chancellor or provost. The recommendations will be forwarded to the chancellor for final action.

The chancellor or designee must review annually the appointments of academic staff who hold academic staff appointments of 0.5 FTE or more for at least the academic year, who are funded from program revenue or general purpose funds, and who have served seven years or more on successive fixed term contracts to determine the feasibility of moving such individuals to Rolling-Horizon appointments.

Upon receipt of the recommendations from the supervisor(s), the administrative area head, the Personnel Commission of the Academic Staff Senate, and the assistant chancellor or provost, the chancellor shall review the recommendations with the goal of providing increased job security for the academic staff member. A member of the academic staff may appeal in writing any negative recommendation to the next appropriate review level. Only employees with seven or more years of service are eligible to submit appeals. If there is no appeal, the process stops. If the chancellor decides not to recommend a Rolling-Horizon appointment, the academic staff member shall be given...
the written reasons upon request.

(e) **Appointment Procedure.** The issuance of rolling-horizon contracts requires positive administrative action (i.e., the recommendation of the first-level supervisor and concurrence by subsequent review levels). If a hiring unit’s recommendation for the issuance of a rolling-horizon contract is not supported by the subsequent levels of review, the academic staff member shall be so informed by the Chancellor, or designee. The chancellor’s decision shall not be subject to appeal or grievance.

(f) **Breaking the Cycle.** All rolling-horizon contracts shall include the following language: "Unless the employee is notified of the non-extension of this contract prior to May 1 of any given contract year, the appointment ending date shall automatically be extended for one additional year. Once the employee is notified of non-extension, the appointment shall have a fixed ending date." In these instances, once a decision is made to break the automatic renewal cycle of a rolling-horizon contract, the Chancellor, or designee, will provide a written statement of the reasons. The chancellor’s decision shall not be subject to appeal or grievance.

(g) **Two- to Three-Year Contract.** An individual working under a two-year rolling-horizon contract may be recommended for a three-year rolling-horizon contract at the time of the annual performance review. This recommendation shall be reviewed and considered by all levels of review, with the final decision being made by the Chancellor or designee. In this instance, a new letter of appointment shall be issued to reflect this change in appointment.

(h) **Three- to Two-Year Contract.** An individual working under a three-year rolling-horizon contract may be recommended for a two-year rolling-horizon contract at the time of the annual performance review. This recommendation shall be reviewed and considered by all levels of review, with the final decision being made by the Chancellor or designee. In this instance, a new letter of appointment shall be issued to reflect this change in appointment.

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<tr>
<th>Fixed-term Appointments</th>
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<tr>
<td><strong>Type of Contract</strong></td>
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<td>Renewable</td>
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<tr>
<td>Rolling-Horizon</td>
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3.03 **Probationary and Indefinite Academic Staff Appointments.**

UW-Platteville does not use probationary or indefinite academic staff appointments. Should this policy change, appropriate personnel rules shall be developed consistent with the provisions of section UWS 10.03(2)(a) of the *Wisconsin Administrative Code*.

3.04 **Appeal Process**

*Right of Appeal:* A member of the Academic Staff may appeal in writing any negative recommendation to the next appropriate review level. Only employees with seven or more years of service are eligible to submit appeals. If there is no appeal, the process stops.
Appeal Requests If a negative recommendation is given at the level of the Director of Human Resources or the appropriate administrative officer, the academic staff member must be informed and allowed time to appeal the decision to the Academic Staff Personnel Commission as specified in UW-Platteville 5.03. The decision of the Chancellor shall be final and is not subject to review.

3.05 Official Personnel File
The Office of the Chancellor shall maintain the official personnel file for each academic staff member. The contents and uses of such official personnel files are governed by the current University of Wisconsin-Platteville statement on the confidentiality of personnel records.

3.06 Recruitment
The chancellor or designee and division head are responsible for initiating an active recruitment procedure for academic staff consistent with board policy and state and federal laws with respect to equal employment opportunities. Copies of recruitment procedures may be obtained from the vice chancellor and/or the affirmative action officer.

3.07 Deadlines and Forms
The deadlines, processes, and forms for evaluations, job security and promotion are located on the UW-Platteville Personnel Commission’s website http://www.uwplatt.edu/committees/pc/pcdeadline.html

3.08 Letters of Appointment and Reappointment
(a) Appointment. The terms and conditions of the appointment shall be specified in a written letter of appointment signed by the chancellor or designee. The appointment letter shall contain details as to the terms and conditions of the appointment, including but not limited to the following:

1. Hayes/Hill title and working title of the individual
2. Title and name of the person in immediate supervision of the employee
3. The percentage of appointment (e.g. full-time 100%, part-time 50%)
4. The operational area of the appointment
5. Duration of appointment (including starting and ending dates when appropriate)
6. Initial evaluation period of section 3.02 of these rules if used
7. Amount of prior service counted, if applicable
8. Length of probationary period, if applicable
9. A statement of salary, as well as, the source of funds from which the salary will be paid
10. General position responsibilities
11. If the appointment is subject to the advance approval of the Board of Regents, a statement to this effect must be included in the letter. Accompanying this letter shall be the UWS and UW-Platteville regulations, rules, procedures, and benefits relating to academic staff appointments.

(b) Reappointment. Reappointment letters shall be sent to academic staff members by the chancellor or designee and shall include any changes in points 1-11 in (a) above.

(c) Significant Changes in Appointment. If a significant change in the existing conditions of the appointment occurs during the appointment period, the proposed change in conditions should be reviewed by the Personnel Commission for retitling or promotion prior to implementation.