

7. PERSONNEL POLICIES FOR FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEES

7.1 APPOINTMENT DEFINITIONS

University appointments are categorized as Unclassified and Classified appointments.

7.1.1 Unclassified Staff

Unclassified staff are those individuals who hold faculty, academic staff, and limited appointments.

7.1.2. Faculty

Appointments to the faculty are either probationary or tenure appointments. Faculty appointments carry the following titles, or ranks: professor, associate professor, assistant professor, and instructor. (For complete Faculty Personnel Rules see Appendix A.)

7.1.3. Faculty Peer

A faculty peer in a department is a faculty member with at least a half-time appointment within that Department.

7.1.3.1. Faculty Status

By action of the appropriate academic department and the chancellor, members of the academic staff may be designated as having "faculty status". "Faculty status" means a right to participate in faculty governance in accordance with the rules of the department. Faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment.

7.1.4. Academic Staff

Category "A" academic staff are professional and administrative personnel, other than faculty, whose duties and types of appointments are those primarily associated with higher education institutions or their administration. Category "B" are instructional academic staff who are in a non-tenure track teaching position and research positions. (For complete Academic Staff Personnel Rules and Policies, see Appendix E.)

7.1.5. Limited Appointments

A limited appointment is a special appointment to a designated administrative position. A person in this type of appointment serves at the pleasure of the authorized official who made the appointment. A member of the academic staff granted a limited appointment shall not lose existing rights to an academic staff appointment, and a member of the faculty granted a limited appointment shall not lose existing rights to a faculty appointment by accepting the limited appointment. Termination of a limited appointment is not a dismissal under chapter UWS 4 or UWS 11 and is not otherwise appealable. Wherever possible, 3 months notice of termination should be given if the appointee does not simultaneously hold another university appointment.

7.1.6. Seniority

Seniority for unclassified staff shall be determined by total years of service at the University of Wisconsin-Superior, or in the former Wisconsin State Universities System, as appropriate in individual cases, without regard to academic rank. Faculty who have been employed part time during any academic year shall have such part time service prorated. Authorized leaves of absence shall be counted in the determination of length of service.

7.1.7. Classified Staff

Classified Staff are permanent or Limited Term (LTE) positions under the Wisconsin Civil Service System.

7.1.7.1. Permanent Classified Staff

Classified staff provide technical, administrative and/or maintenance support to the university. These positions are hired through the State of Wisconsin Civil Service System and are based on competitive examinations.

7.1.7.2. Limited Term Employees (LTEs)

LTEs may be hired to cover temporary absences such as sick leave or resignations in classified positions. They can also be hired to fill short-term needs. LTEs are limited to a maximum of 1043 hours in a twelve month period

7.2 ACADEMIC STAFF PERSONNEL RULES

UW System Academic Staff Personnel Rules are presented in the Wisconsin Administrative Code, Chapters 9 through 14. UW-Superior specifications to these rules have been approved by the Board of Regents, and appear with the UW System Rules in Appendix E.

7.2.1 Academic Staff Titling/Compensation/Structure

Academic Staff Category A and Category B research position titles and compensation are governed by the University of Wisconsin System Academic Staff Title and Salary Structure which specifies a salary minimum and maximum for each title. Titles are based on the duties and responsibilities of the position. The goals of the structure are to pay individuals based upon work performed and to make academic staff salaries competitive with those at similar institutions. (See <http://www.uwsa.edu/hr/upg01.pdf>)

7.2.2 Academic Staff Appointments

Academic Staff appointments are based either on the academic year (39 weeks) or annual fiscal year (July 1 through June 30). Appointments are for a fixed term and may be renewable for another fixed term or non-renewable after the expiration of the initial appointment. Probationary and indefinite appointments are granted only under exceptional circumstances.

7.2.3 Academic Staff Promotions/Reclassifications

Three prefixes are defined for most Academic staff titles in the Category "A" professional series. Prefix levels reflect successfully greater experience, expertise and applied ability in a particular specialty area. Progression through the prefixes (associate, no-prefix, senior) is defined as a promotion.

The program manager and director series have functional levels which reflect differences in the complexity of the program or department; differences in the degree of supervision that may be required to manage programs or departments of different sizes and complexity; and other factors. The determination of the appropriate level will be based on the rating of the position using the Title Evaluation Instrument. The general career progression standards applicable to titles in the professional category will not apply to titles in the program manager or director categories. A change in the level of the position is done through a review of the changes in the duties and responsibilities of the position and is called a reclassification.

7.2.4 Academic Staff Performance Evaluations

Every Category "A" and Category "B" research academic staff member shall undergo performance evaluation annually. The results of the evaluation shall be made available to the academic staff member and provision shall be made for the academic staff member to respond formally for the record to the results of the evaluation. Results of the evaluation may be used for a variety of purposes, including, but not limited to, the determination of merit salary adjustments, and, in the case of renewable fixed term appointees, subsequent appointments to their position.

Category "B" instructional academic staff will be evaluated each term by their respective academic units.

7.3 FACULTY PERSONNEL RULES

UW System Faculty Personnel Rules are presented in the Wisconsin Administrative Code, Chapters 1 through 6. UW-Superior specifications to these rules have been approved by the Board of Regents, and appear with the UW System Rules in Appendix A.

7.4 FACULTY APPOINTMENTS

7.4.1 Contract Length

Faculty appointments are typically made for the academic year (39 continuous weeks). Summer session, overload and other short-term appointments are made as needed on a case-by-case basis consistent with UW System guidelines in Academic Planning Statement 4 (see ACPS 4 or go to <http://www.uwsa.edu/acadaff/acps/acps4.pdf>). Full-time summer compensation, for those appointed, is two-ninths of the academic year salary.

7.4.2 Annual Performance Review

Faculty performance (in the areas of teaching, scholarship and service) is evaluated each year. The process and procedure for this evaluation is determined by each department, in consultation with the Dean, and is subject to Faculty Senate approval. The annual review includes peer and student evaluation, is conducted in a face-to-face format, and is based on performance objectives determined by the department. Faculty members are apprised of their performance expectations at the time of hire and in each annual review. Results of the annual review are used to determine salary increases, and to provide information for retention, promotion, and post-tenure review decisions.

7.4.3 Retention and Tenure

For faculty holding probationary appointments, each year a retention decision is made by the department and the chancellor. After several consecutive positive retention decisions (the length of the probationary period is established at the time of hire, and is no more than seven years for full-time faculty), a faculty member may be granted tenure by the Board of Regents. The policies and procedures governing the retention and tenure process are contained in UWS Chapter 3.

7.4.4 Rank Definitions and Descriptions

7.4.4.1 Minimum Qualifications

Minimal educational preparation and experience requirements for each of the four faculty ranks are given below.

Instructor: Master's degree in an appropriate discipline, or equivalent.

Assistant Professor: Earned doctorate or Master of Fine Arts degree in an appropriate discipline, or equivalent*.

Associate Professor: Earned doctorate or Master of Fine Arts degree in an appropriate discipline, or equivalent, and a minimum of five years teaching or equivalent experience.

Professor: Earned doctorate or Master of Fine Arts in an appropriate discipline, or equivalent, and a minimum of ten years teaching or equivalent experience.

Faculty must serve at least five years in a given rank before being eligible for promotion to the next rank.

*The terminal degree is a necessary condition for a positive tenure decision.

7.4.4.2 Performance and Achievement Expectations

In addition to the minimal degree and experience requirements, individuals who hold the various faculty ranks are expected to pursue and achieve the following levels of performance. Appropriate scholarship and service activities are defined by each department/program in consultation with the Dean of Faculties.

Instructor: A faculty member with a commitment to high quality teaching who is a contributing member of the department.

Assistant Professor: A faculty member with a commitment to high quality teaching and to developing a program of scholarly activity who is a contributing member of the department and a participant in university and professional service.

Associate Professor: A faculty member who is respected for excellence in teaching, who has an established program of scholarship and who takes an active role in service to the department, university or the profession.

Professor: A faculty member who is respected for excellence in teaching, who maintains a continuing program of scholarship and who provides leadership in service to the department, university or the profession.