

# Academic Staff Personnel Rules

## Chapter Seven - Contract Renewal

### ACS 7.1 Contract Renewal.

Academic staff holding terminal contracts are not subject to renewal and nonrenewal. Those academic staff on renewable contracts shall be reviewed and recommendations made for Renewal/Nonrenewal. Those on rolling horizon contracts have an automatic extension of their contracts' ending date without the necessity of going through the contract renewal process.

Renewal/nonrenewal decisions (with the exception of academic staff in their second year of employment as noted below) will be made in conjunction with the annual evaluation process and will use the same form and same time schedule. As each administrative level reviews an evaluation, it will determine whether renewal should be recommended or not. The Chancellor has final authority on all renewal decisions.

### ACS 7.2. Renewal Schedule

The renewal schedule by contract year is set forth in the chart that follows:

Contract Year	Decision from Chancellor	Evaluation Period	Notice Period
Year 1	March 1	Normally done with usual Dec/Jan evaluations	Renewed to second year or entitled to three months notice if not renewed.
Year 2*	Dec 1	Performed early in the fall	Renewed to third year or fourth year or entitled to six months notice if not renewed.
Year 2*	May 15	Normally done with usual Dec/Jan evaluations	Renewed to fourth year or entitled to one year's notice if not renewed in third and subsequent years.
Year 3 and beyond	May 15	Normally done with usual Dec/Jan evaluations	Renewed to fifth year and beyond or entitled to one year's notice if not renewed in third and subsequent years.

\*Notes for Year 2: Renewal happens twice during the second year in order to get the individual into the regular one-year notice period. This is three months notice during the first year, six months during the second year, and one year's notice beyond that. The only way to get the one-year notice is to have two renewals during the second year of employment. It is also possible to be renewed to the fourth year, in which case the second year 2 review is unnecessary. See ACS 2.1(2).

### ACS 7.3. Notice Provisions.

- (1) Notice of Pending Renewal Decision. Each academic staff member to be acted on for renewal/nonrenewal should be given written notice at least ten calendar days prior to the date the initial recommendation on renewal/nonrenewal will take place. In the same letter the academic staff member will be informed he/she may submit materials he/she feels are germane to the review. Additions may be made up until five calendar days before the initial recommendation of renewal/nonrenewal is to be made. It shall be the immediate supervisor's responsibility to provide such notice.

NOTE: This entire section has been updated and UW System Board of Regents' approval is pending. (Fall 2007)

1 (2) Notice of Renewal Decision. Each supervisor or committee participating in the re-  
2 newal/nonrenewal process shall inform the academic staff member in writing within 20 calendar  
3 days of each recommendation. Such letters are limited to informing the academic staff members  
4 of recommendations pertaining to renewal or nonrenewal.

5 **ACS 7.4. Split Assignments.**

6 If the academic staff member has a split assignment, the unit in which the assignment is greatest shall  
7 have responsibility for initiating the evaluation and renewal action. All other supervisors shall be afforded  
8 an opportunity to append comments or recommendations to that paperwork, before it is sent to the next  
9 level of review. In the event that the assignment is split evenly between two or more units, the Provost and  
10 Vice Chancellor shall decide which unit shall originate the recommendation if one of the appointments is in  
11 Academic Affairs. If none of the assignments is in Academic Affairs, the Chancellor shall decide.

12 **ACS 7.5. Notice of Renewal.**

13 Renewal letters from the Chancellor shall indicate the type and duration of the appointment.

14 **ACS 7.6. Notice of Nonrenewal.**

15 Individuals holding a renewable fixed-term academic staff appointment shall be given advance notice in  
16 writing of nonrenewal. Nonrenewal is not a dismissal under UWS 11. See Chapter 8 for more informa-  
17 tion.

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