

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.
- (2) Notice of Renewal Decision. Each supervisor or committee participating in the renewal/nonrenewal process shall inform the academic staff member in writing within 20 calendar days

1 of each recommendation. Such letters are limited to informing the academic staff members of
2 recommendations pertaining to renewal or nonrenewal.

3 **ACS 7.4, Leaves of Absence.** *(Review of this section by UW System is pending – Fall 2009.)*

4 A leave of absence generally includes the following types: leave without pay, professional development
5 semester, externally funded, and extended sick leave, which includes family, medical, domestic partner,
6 and/or other approved leaves. University approved leaves may include circumstances beyond those cov-
7 ered under the Family Medical Leave Act (FMLA). Leaves must be approved at the department or unit
8 level, college or division, and Vice Chancellor levels. Leaves without pay are approved for a time period of
9 up to one year and may be extended to a maximum of two years. Leaves beyond two years may be nego-
10 tiated. A leave of absence outside of FMLA is contingent upon affirmative recommendation or reappoint-
11 ment for the year in which the leave is requested.

12 The renewal clock automatically stops and the contract is automatically extended for continuing academic
13 staff on leave and the person does not go through the renewal process while on leave. When the continu-
14 ing academic staff member returns, he or she shall consult with the Provost and Vice Chancellor's office to
15 determine the appropriate renewal cycle and terms of appointment consistent with the Academic Staff
16 Personnel Policies. Upon return, the term of appointment will extend for the same number of years (one or
17 two) beyond the leave period as had been approved prior to the leave. Each year of approved leave will
18 extend the total term of appointment by one year.

19 **ACS 7.5. Split Assignments.**

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

26 **ACS 7.6. Notice of Renewal.**

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

28 **ACS 7.7. Notice of Nonrenewal.**

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

32