

Revision to Academic Staff Personnel Policies and Procedures, Chapter 108, Notice Periods

At the request of the Academic Staff Committee, the Academic Staff Codification Committee reviewed Chapter 108 for clarity and recommends the changes noted below. The goal was to clearly state the required notice of non-renewal, that an appointment must be extended if needed so at least the minimum notice period is provided, and to provide a definition of the term *cumulative* as noted in the footnote. Tracked and untracked versions of this chapter are shown below.

Tracked version

Chapter 108
Notice Periods for Fixed-Term and Probationary Appointments

108.01 Notice Periods

Pursuant to UWS 10.05, ~~written notice that if~~ a fixed-term or probationary academic staff appointment will not be renewed-, written notice shall be given to the ~~appointee~~ employee in advance of the expiration of the employment contract as described below. ~~If proper notice of nonrenewal is not given, the appointment as follows:~~ shall be extended so that at least the minimum required notice period is provided.

(1) —Fixed-term academic staff with an appointment of 50% or greater, regardless of funding source, ~~shall be given at least three months notice when that academic staff member has been employed at University of Wisconsin – Milwaukee for up to two years; six months notice in the third through sixth years, and 12 months notice thereafter. :~~

<u>Years Employed</u>	<u>Minimum Required Notice Period</u>
<u>0-2 years</u>	<u>Three months</u>
<u>3-6 years</u>	<u>Six months</u>
<u>7 years or more</u>	<u>One year</u>

Exceptions:

- If the employment contract states that renewal is not intended, no further notice is required. ~~For;~~ however, for individuals with six or more cumulative years of service¹ to the University, notice separate from the employment contract is required regardless of contract language.

(2) For individuals with an appointment of less than 50%:

¹ “Cumulative years of service” is defined as 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.

- No minimum notice period is required.

(3) Staff members with probationary appointments ~~shall be given at least three months notice before the end of the appointment in the first year, at least six months notice before the end:~~

<u>Years Employed</u>	<u>Minimum Required Notice Period</u>
<u>0-1 year</u>	<u>Three months</u>
<u>2 years</u>	<u>Six months</u>
<u>3 years or more</u>	<u>One year</u>

Untracked version

Chapter 108 Notice Periods for Fixed-Term and Probationary Appointments

108.01 Notice Periods

Pursuant to UWS 10.05, if a fixed-term or probationary academic staff appointment will not be renewed, written notice shall be given to the employee in advance of the expiration of the employment contract as described below. If proper notice of nonrenewal is not given, the appointment shall be extended so that at least the minimum required notice period is provided.

(1) Fixed-term academic staff with an appointment of 50% or greater, regardless of funding source:

<u>Years Employed</u>	<u>Minimum Required Notice Period</u>
0-2 years	Three months
3-6 years	Six months
7 years or more	One year

Exceptions:

- If the employment contract states that renewal is not intended, no further notice is required; however, for individuals with six or more cumulative years of service² to the University, notice separate from the employment contract is required regardless of contract language.

(2) For individuals with an appointment of less than 50%:

- No minimum notice period is required.

(3) Staff members with probationary appointments:

² “Cumulative years of service” is defined as 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.

Years Employed	Minimum Required Notice Period
0-1 year	Three months
2 years	Six months
3 years or more	One year