The Advising Resource Guide is a manual intended to provide training, guidance, knowledge and resources to UWM staff that provide counseling and advising functions to students. It provides a general overview pertaining to university-wide policies, procedures and resources. Please note that your school, college or department may have policies and procedures that supplement what is listed here. You can easily search the document for specific information by clicking "Ctrl F" and typing in the word or phrase that you are searching for. If you notice any broken links, edits or changes that should be made to this Guide, please contact Brian Williams (briancw2@uwm.edu).

Advising Resource Guide Table of Contents

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B. PRE-ADMISSION & ADMISSION
C. POLICIES AND PROCEDURES
D. ADVISING TECHNOLOGY
E. CAMPUS RESOURCES
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A. THEORY OF ADVISING
The Theory of Advising section offers both new and experienced advisors and counselors a foundational understanding of our professional roots, as well as resources for best practices.

History of Academic Advising
History of Academic Advising
Suggested Basic Readings in Academic Advising

Values and Ethics of Academic Advising
NACADA Three Pillars of Academic Advising
Concept of Academic Advising
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CAS Advising Standards
Ethics
Ethics resource links
Advising Ethics and Decisions

Student Development Theory
Student Development Theory in Academic Advising Philosophy and Practice
University of Alaska presentation: Applying Student Development Theories to Practice
Theory in Advising Resource Links
Creating a Personal Philosophy of Academic Advising
Personal advising philosophy examples

Research in Academic Advising
NACADA’s Research Agenda
Research related links
NACADA’s Research Committee

Academic Advising Mission Statement and Advising at UWM
UWM Academic Advising Mission Statement
UWM Academic Advising brochure

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Professional Organizations
Advisors and Counselors Network (ACN)
Wisconsin Academic Advising Association (WACADA)
National Academic Advising Association (NACADA)

Further Reading
NACADA Journal
Academic Advising Today
Professional Advisor Resource Links
The Mentor
NACADA Professional Development Materials (housed on campus)

B. PRE-ADMISSION & ADMISSION

Academic Programs at UWM

The Office of Undergraduate Admissions (OUA)
The Office of Undergraduate Admissions will provide timely, accurate and personalized information and assistance to prospective and incoming undergraduate students and their families as they explore their college options and ultimately select UWM as their campus of choice. Phone: 414-229-2222.

Prospective Student Visit Opportunities

Prospective Student Advising Options
When signing up for a campus tour, prospective students have the option to sign up for an appointment to meet with an academic advisor in whichever school/college they are interested in. Each school/college has designated days/times that they meet with prospective students. Some advisors go to Vogel Hall (Visitor Center) to conduct the meetings, and some advisors request that the prospective students come to their office.

Prospective Student Viewbooks
Traditional age and transfer students
Adult Students
Out of State Viewbook

Admissions Forms
Application Fee Waiver
Re-Entry Application
Non-Degree Application
Major Change Request
Term Change Request
Cancel Application Form

Application Process and Admission Requirements
General Online Application
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International
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Application Deadlines
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- Program Specific

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- Youth Options
- High School Special Student Program
- AP credits
- CLEP
- IB

Placement Testing and Test Scores
- UWM Testing Center
- UWM Placement Testing
- Online Test Registration
- Admission Test Series
- New Freshman Testing
- ACT/SAT
- AP Scores Accepted
- IB Scores Accepted
- CLEP Scores
- Nelson Denny
- Math Pathways
- Retest Policy
- Testing FAQ page
Retrieve/Post test scores: destest@uwm.edu

Housing
All first-time, full-time freshman are required to live in University Housing residence halls, where availability allows. However, some exemptions exist.

Living Learning Communities

Orientation
- New Student Orientation
- Transfer and Adult Student Orientation

Admissions FAQ’s
What if a re-entry student was academically dropped?
Students must obtain official permission to reenter from the academic dean of the school or college from which they were dropped. They must do this regardless of how long they have been out of school. Even if they wish to change their field of study upon reentry to UWM, they must still obtain official permission to reenter from the academic dean of the school or college from which they were dropped.
How do I know if a student is matriculated?
Within PAWS, go to Maintain Applications, and then Application Program Data tab. You can see the student’s status under “Program Status”. Contact the Office of Undergraduate Admissions at 229-2222 if you have any further questions.

How do I retrieve a placement score from a UW campus?
Upon exam completion, placement test score results are loaded to the student’s record in PAWS and milestones indicating the student’s placement level in corresponding courses are created. Placement levels are determined by the academic department affiliated with the exam and are reviewed annually. Contact Testing Services through the Registrar’s Office Contact Form if there aren’t any listed and you see the student went to a UW school.

What if I need a transfer credit evaluation?
Within 10 days after the student has been admitted, the UWM Registrar’s Office will perform an official evaluation of their transfer credit. Due to the high number of admitted students who are in need of transfer credit evaluations (UWM enrolls more transfer students than any other institution in Wisconsin!), the Registrar’s Office is unable to provide a credit evaluation before the student is admitted.

How can the student begin to evaluate how their courses may transfer before they receive their official evaluation?
If the student attended a UW System school or a Wisconsin Technical College, they can use the Transfer Information System (TIS) or the Transfer Equivalency Database (TED) to see how their credits transfer before receiving their official credit evaluation from UWM. Visit the transfer credit page (http://www4.uwm.edu/future_students/transfer/credit.cfm) for more details.

How and when to send AP/IB scores?
To have AP test results evaluated for credit at UWM, the student must submit official AP scores directly from the College Board to UW-Milwaukee. UWM cannot use scores that appear on another institution’s transcript. UW-Milwaukee’s school code for AP scores is #1473. If the student indicated they wanted their scores sent to UWM when they took the exam and they have an active application to UWM, call the Office of Undergraduate Admissions at 414-229-2222 to see if we received their scores. If the student needs to have scores sent, they should contact the College Board at 609-771-7300 or online at: Grade Reporting Services.

How does college credit for Military service work?
UW-Milwaukee can award up to 12 credits to service members/veterans for their basic military training and education. Some schools/colleges may award additional credit to service members/veterans who are enrolled in specific academic majors and who have Military Occupational Specialty training/education that is relevant and applicable to their degree program. Service members/veterans will need to submit an official Joint Services Transcript (JST) or official Community College of the Air Force Transcript (CCAF). Credits will be awarded based on upon American Council on Education (ACE) recommendations as recorded on these transcripts.

C. POLICIES AND PROCEDURES

Emergency Procedures
“What do I do if...” regarding emergency procedures

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Academic Misconduct
http://www3.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.cfm

Non Academic Misconduct
http://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf,

Excess Credit Policy (165 credit rule)
http://www4.uwm.edu/current_students/register_course_info/excess_credit_policy.cfm

Military Call-up and Duty
http://www4.uwm.edu/academics/military.cfm

Alcohol and Drug Policy
This applies to both students and staff
http://www4.uwm.edu/hr/faculty_and_staff/classified/drug_free_policy.cfm

Enrollment
Academic Calendar
Schedule of classes
Registrar’s Calendar
Enrollment appointments
Dropping all classes
Change in Registration deadlines
Fees/Tuition Assessment for Drop/Withdrawal

Withdrawal after posted deadline:
Students wishing to make any changes in enrollment after the posted deadlines should speak with an academic advisor to review specific school/college policies and procedures.

Concurrent Enrollment

Late Registration

Registration changes after posted deadlines:
Students wishing to make any changes in enrollment after the posted deadlines should speak with an academic advisor to review specific school/college policies and procedures.

Maximum Credits/Credit Overload

Tuition & Fee Assessment
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Tuition/Fee Information

Degree Progress
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Grades/Records

Letter Grading System and GPA points
Incompletes
Credit/No credit
Audits
Grade Changes
Class Standing
Repeats
University Wide Academic Action Policy

Note: grade appeals vary by school/college

Students’ educational record including personal information provided when they applied, transcripts, grades, advising reports, academic standing and enrollment status:
http://www4.uwm.edu/academics/grades-transcripts.cfm

Enrollment/Degree Verification:

Students or agencies representing them (such as insurance companies or employers), can get documentation of their current or past enrollment, or verify a degree earned:
http://www4.uwm.edu/academics/verification.cfm

Grades:

This section helps students with viewing and printing their grade reports and explains the UWM grading scale:
http://www4.uwm.edu/academics/grades.cfm

Grade Reports
Grading System
Grade Point Average (GPA)
F-Grade Policy
Incompletes
Repeat Policy
UW System Placement Test Results

Transcript Requests:

This section explains how students can order copies of their official or unofficial undergraduate transcripts online, by mail or in-person:
http://www4.uwm.edu/academics/transcript_requests.cfm

Graduate School Transcripts
Undergraduate Transcripts
Ordering Undergraduate Transcripts
Transcript Fees
Processing Transcript Request

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, requires that students be advised of their rights concerning their education records and of certain categories of public information, which UWM has designated “directory information”:
http://www4.uwm.edu/academics/ferpa.cfm

Rights as a Student
FERPA for Parents

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FERPA for Faculty, Staff and Student Workers
FERPA Manual
FERPA Power Point Presentation

Academic Actions
Academic actions students will be subject to if their GPA falls below minimum university-wide standards for any grading period: [http://www4.uwm.edu/academics/academicactions.cfm](http://www4.uwm.edu/academics/academicactions.cfm)

Academic Action Policy
Academic Probation
Cleared Probation
Dropped for One Semester
Final Probation
Dropped for Two Years
Academic Drop
Reinstatement/Readmission
Get the Help You Need
Meet with your academic advisor before classes start
Meet with your academic advisor in mid-semester
What else can you do? Utilize Various Campus Resources! See Section E. “Campus Resources”

Name/Address Changes
This section explains how students can change their name on their permanent record, where to go in PAWS to change their address, and how to restrict their information from being included in the campus directory: [http://www4.uwm.edu/academics/nameaddress.cfm](http://www4.uwm.edu/academics/nameaddress.cfm)

Changing Name
Changing Address
Restricting Information from the All-Campus Printed Directory

PantherCard/Student ID
This section provides information on how students can get a UWM PantherCard, replace a lost card and other uses: [http://www4.uwm.edu/academics/studentid.cfm](http://www4.uwm.edu/academics/studentid.cfm)

Obtaining an initial UWM PantherCard
Obtaining a replacement UWM PantherCard
Obtaining UWM campus ID number
Reporting lost or stolen cards
PantherCard use policy

Student Right to Know
Federal regulations require all colleges and universities that participate in Title IV financial-aid funding to provide prospective and enrolled students with information about the institution’s retention and graduation rates. This required information includes the percentage of students who have graduated after six years: [http://www4.uwm.edu/academics/studentrighttoknow.cfm](http://www4.uwm.edu/academics/studentrighttoknow.cfm)

Graduation
This section provides information regarding graduation policies and procedures, timelines, deadlines, events and awards: [http://www4.uwm.edu/secu/com_cer/](http://www4.uwm.edu/secu/com_cer/)

Checklist:
Meet with your advisor

Last Revised February 27, 2015
Apply for graduation
Order cap & gown
Check your UWM email account

Graduation Requirements:
List of everything that needs to be satisfied to earn a degree from UWM – general university requirements and requirements for various schools/colleges

Undergraduate Graduation Application
Instructions for Applying for Graduation:
http://www4.uwm.edu/academics/graduation-app.cfm

Undergraduate Graduation Application Fee:
http://www4.uwm.edu/academics/graduation-app-fee.cfm
- How much is the application fee?
- When will the student be billed?
- What is the fee for dual degrees?
- Does the student have to pay the fee if they are not attending the graduation ceremony?
- Does the graduation fee cover the cost of cap and gown?

Degrees:
Types of degrees students receive from various Schools/Colleges
- General degree requirements
- Dual degree vs. double major
- Policy for granting degrees
- Degree table

All University Honors:
Academic recognition information
- Commencement Honors
- Departmental Honors
- Final Degree Honors
- High Honors in the major
- Honors in the major
- Honors Degree and Honors Degree with Thesis
- Phi Beta Kappa
- Senior High Honors & Senior Honors

Honors in the Major:
Honors in various academic programs

Commencement Information:
FAQs about the Commencement Ceremony
- Are students required to attend the ceremony?
- When are commencement ceremonies held?
- Which commencement ceremony does the student attend if they finish courses in Summer or UWinterim?
- Will students receive any commencement information and who notifies them?
- When and where are the commencement ceremonies held?
How does a student get tickets for the ceremony?

Diplomas:

FAQs about Diplomas:
When does a student receive their diploma?
What if the student is an International Student with a special mailing request?
How does a student get a replacement or additional diploma?
How does a student get a diploma cover?

Graduation for Graduate Students:
Graduate Student information on graduation:
http://www.graduateschool.uwm.edu/students/current/graduation/

D. ADVISING TECHNOLOGY

Panther Access to Web Services (PAWS)
PAWS Help
PAWS Instructional Manuals
Microsoft Office 365 (UWM email, calendar, and file sharing system)
Microsoft Office 365 FAQ
Pantherlist
PantherFile
Survey Instrument
Content Management System (CMS)
Desire2Learn (D2L)
UITS Learning Techniques (Short Courses, Tutorials)
UWM One Stop Student Services
UW System Transfer Information System
UW System Transfer Information System Help
UWM Transfer Equivalency Database (TED)
MAP-Works
Student Success Collaborative
Hyperion/Query Library
UWM Mobile App
Camtasia Relay

E. CAMPUS RESOURCES

Academic Resources

Academic Opportunity Center (AOC)
Accessibility Resource Center (ARC)
African American Student Academic Services
American Indian Student Services
Athletics
Be on the Safe Side (BOSS)
Business Scholars Program
Campus Police
Career Development Center
Center for Community-Based Learning, Leadership, and Research

Last Revised February 27, 2015
Community Resources
Food Pantries
  2-1-1 @ IMPACT - Emergency Food Pantry Referrals Phone: 414-773-0211
Shelters
  ACALL – Homeless Shelter Referrals Phone: 414-302-6633
Legal Services
  Lawyer Referral and Information Service
  Legal Aid Society of Milwaukee
Child Care Referral Services
  Wisconsin Child Care Resource & Referral Networks
  Penfield Children’s Center (special needs child care)
Food Stamps
  FoodShare Wisconsin (program information)
  ACCESS (to determine if you may eligible for food stamps on-line)
Parenting Resources
  Parenting Network
  La Causa - Crisis Nursery and Respite Center
AODA / MH Counseling
  UWM Mental Health Resources
  Mental Health Association of Milwaukee
  National Hopeline Network (suicide prevention and crisis hotline)

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Domestic Violence
Milwaukee Women's Center

E. PERSONNEL

Human Resources
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Insurance
Health Insurance Change Form
FMLA Toolkit
Personnel Orientation
My UW System
Vacation and Sick Leave
HRS Absence Management

General UWM Information
Academic Calendar
Campus Maps

Campus Structure: UWM is comprised of six divisions, all headed by a Vice Chancellor. All of the academic Schools and Colleges are in the Division of Academic Affairs. The divisions are: Academic Affairs, Development & Alumni Relations, Finance and Administrative Affairs, Global Inclusion & Engagement, Student Affairs, and University Relations. The Schools and Colleges themselves are headed by a Dean, and administrative units are headed by a Director.

Campus Leadership Organizational Chart
Academic Staff Governance Organizational Chart

Drug-Free Campus Policy: The University of Wisconsin - Milwaukee prohibits the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities. Selected Academic and Administrative Policies, S-19.5.

Parking and Transit

Professional Development and University Service
Professional Development and University Service are activities in which you engage that fall outside the scope of your job description. They will be important components of the review file you will submit to be considered for indefinite appointment if you are a probationary employee. You should consider keeping a list or file of the professional development and university service activities in which you engage so you can include them in your review.

Professional Development
What is it?

Activities outside of your job description that center on learning and/or enhancing your professional skills. These activities help you grow as an employee and contribute to improved performance of your job duties.

Examples include: attending workshops, training sessions, or seminars; attending or presenting at a conference; participating in professional organizations.
Grants through ACN

The Academic Staff Professional Development Award, sponsored by the Provost, the Academic Staff Committee, and the Academic Staff Awards Committee, offers funding opportunities for individuals (up to $2000) and groups (up to $4000) to engage in professional development activities. Funding is awarded bi-annually, and applications typically are due each February and November.

University Service
What is it?

Involvement in UWM activities and/or events outside the scope of your job duties. Service can be long- or short-term, depending on the nature of the activity. It is important to engage in a variety of service activities, including a mixture of committee service and other types of opportunities, to ensure you have a well-rounded review file when you apply for indefinite appointment.

Examples include: serving on a committee, volunteering at a university event, engaging in a campus/college/school/department/unit service project.

Committee Service

Committees to which you are elected
- Academic Staff Committee
- Academic Staff Senate
- Academic Staff Standing Committees
- Review Committees
- Faculty Standing Committees with Academic Staff Representation
- UW System Academic Staff Representative Council

Committees to which you are appointed:
- Search and Screen Committees
- Academic Staff Senate Subcommittees

Walk-On Committees
- Academic Staff Subcommittees

Short-Term University Service:
- Many on-campus opportunities are listed on the UWM Announcements website and sent via email.

Examples include: marshaling at Commencement or Honors Convocation, ushering at a PSOA play or music performance, volunteering at New Student Orientation or Panther Welcome Week

Appointment Classification:
As a member of the Academic Staff at the University of Wisconsin – Milwaukee, you were hired under a specific classification and functional area. This section will help you investigate your classification further, so that you are aware of your rights and responsibilities under your appointment classification.
All of the information in this section is housed and found within the Secretary of the University’s Office. The SEC-U, as it is referred to, “manages and maintains UWM’s policies and procedures and provides the support that empowers our faculty and staff governance teams.” The SEC-U can be found at http://www4.uwm.edu/secu/

Found within the SEC-U’s website, is an Academic Staff FAQ sheet where many of the items in this section can be found. This FAQ sheet is a quick and easy reference guide for all Academic Staff. The Academic FAQ sheet can be found at http://www4.uwm.edu/secu/faqs/asfaq.cfm

The best way in which to begin this section is to start with definitions. UWM Chapter 101 does just that. Chapter 101 (and all subsequent Chapters) can be found at http://www4.uwm.edu/secu/policies/acad_staff/index.cfm

**Chapter 101 - Coverage, Definitions and Functional Areas**

101.02 Definitions

Academic staff members are professional and administrative personnel other than faculty and classified staff with duties and types of appointments that are primarily associated with higher education institutions or their administration. Faculty status granted to an Academic Staff member, as described under the University of Wisconsin-Milwaukee Policies & Procedures, Chapter 101(1) (b), does not affect the holder’s rights and privileges as an academic staff member.

Academic staff member - A member of the unclassified staff, holding any type of unclassified appointment except faculty and limited title appointments

Bylaws – The Rules and Procedures by which committees must operate

Category A - Academic staff holding neither instructional nor research academic staff appointments (e.g. student support or administrative)

Category B - Academic staff holding instructional or research appointments

Communication - Unless otherwise stated, all reference to communication means formal communication in writing (excluding email)

Complaint - An allegation of inappropriate conduct filed against an academic staff member

Cumulative years of service - 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.

Fixed term - Academic staff holding appointments for a fixed, finite period of time (e.g., nine month or one year contracts, often associated with grant funds)

Fixed term: Multiple year appointments - positions are appointed for a fixed period of time and are reviewed for possible extension at the end of the contract period

Fixed term: Rolling horizon appointments - positions are appointed for more than one year and are reviewed and may be extended annually

Functional Area – The specific unclassified work category which is defined by the majority of the type of work assigned to the position (i.e., Category A or Category B)
Funding Types - GPR (long-term state funding) and grants/contracts (short-term state, federal or private funds)

Grievance - An allegation of unfair, employment related treatment filed by an academic staff member

Indefinite - Academic staff holding an appointment revocable only for just cause or reason of layoff

Layoff - The suspension of an academic staff member’s employment during the appointment period for reasons of budget or program

Limited Title Appointments (Administration) - Campus positions holding no governance standing

Operational Area: Indefinite - The division in which an indefinite academic staff member works

Operational Area: Probationary/Fixed-Term - The department, program, unit and/or division indicated in the contract of the academic staff member

Prior Years of Service - The number of years an academic staff member may be credited at the time of initial probationary appointment and shall be used in calculating notice periods

Probationary - Academic staff holding appointments with the intention of appointment renewal for a maximum of seven years, potentially leading to an indefinite appointment

University Academic Staff - All University of Wisconsin-Milwaukee academic staff members

Years of Service - One year of service equates to one year of full-time employment or one year “prior service” as counted in accordance with Chapter 104.03

Years of Service: calculation - Calculating years of service shall be done using the anniversary date of the first contract date plus any prior years of service credited. The first year of one’s contract shall be considered the academic staff member’s first year (unless otherwise stipulated in the contract) and the anniversary date begins the next year of service

101.03 Functional Areas

There shall be two functional areas within the academic staff:

Category A, for academic staff members who primarily carry out non-instructional and non-research professional academic responsibilities;

Category B, for academic staff members who primarily carry out instructional and/or research responsibilities.

If you are unsure of your classification and/or functional area, look at your contract to see under which appointment you were hired. There are three types of Academic Staff appointments:

a. Fixed Term
b. Probationary
c. Indefinite

Last Revised February 27, 2015
UWM Chapter 104 delineates these types of appointments. The information below contains excerpts from Chapter 104. For the entire Chapter, visit http://www4.uwm.edu/secu/policies/acad_staff/index.cfm.

104.02 Fixed-term Appointments

Fixed-term appointments should not be used for positions that have been probationary.

Fixed-term appointments shall be for a definite period of time specified in the employment contract, are renewable solely at the option of the University of Wisconsin-Milwaukee, and carry no expectation of reappointment beyond the stated term.

Academic staff may be appointed without limitation as fixed-term appointments in the following situations:
(1) when no budgeted position is available,
(2) for appointments on grant, contract, or short-term funding,
(3) for teaching appointments for which there is no reasonable expectation of continuing need,
(4) for coaches in the Department of Athletics, and
(5) for concurrent appointments for limited title appointees who are in Range 8 or above in the UWS Academic Staff Title and Compensation Plan, or positions based on Regent-approved fixed-term contracts, provided that no conflict with UWS 15 occurs.

Fixed-term appointments may be made for more than one year as either multiple year or rolling horizon appointments.

If an academic staff member on a fixed-term appointment of at least 50% time, and not falling in any of the categories listed in subparagraphs (1) through (5) above, is re-appointed for more than three years in the same position in the same school, college or division, the appointment shall be made probationary and years of service during the original fixed-term appointment may be applied to the seven year probationary period pursuant to Section 104.03 below. For fixed-term academic staff who are not made probationary because they fall into one of the categories listed in subparagraphs (1) through (5) above, the appointing authority shall make substantial efforts to offer multiple-year or rolling horizon contracts, where possible. The “same position” is one that is within the same title code/series without regard to prefix.

Those with service of three or more years at 50% time or greater who are not given at least a two-year appointment shall be given written reasons upon request. Those with service of seven or more years at 50% time or greater who are not given at least a three-year appointment shall be given written reasons upon request.

An initial fixed-term appointment may include a period of up to two months during which the appointee may be dismissed without appeal at the discretion of the appointing authority. If such a period of evaluation is used the employment contract must so state. A dismissal during this period is not subject to the provisions of UWS 11.

104.03 Probationary Appointments

A probationary academic staff appointment is one leading either to review and a decision on indefinite appointment or to non-renewal of the appointment.

(a) Length of Probationary Period.

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The probationary period shall be not less than one year nor greater than seven years.

(b) Minimum Percent of Probationary Appointment.
Any period in which the probationary appointment is less than 50% time is excluded in calculating the probationary period.

(c) Prior Service.
Prior service may be granted at the time of the probationary appointment and shall be clearly stated in the initial probationary contract. Prior service may be granted for time spent in full-time service in the employee's position or appointment immediately prior to the initial or new probationary appointment.

1. Up to three years of prior service credit may be granted if the staff member was either a classified employee or was employed outside of the University of Wisconsin-Milwaukee immediately prior to the probationary appointment.

2. Up to four years of prior service credit may be granted if the staff member was in a fixed-term or probationary appointment immediately prior to the new probationary appointment.

Prior service shall be included in calculating the length of the employee's probationary appointment and in determining the notice requirements set forth in Chapter 108.

(d) Extension of the Probationary Period. Certain circumstances may impede an academic staff member’s progress toward achieving indefinite status including responsibilities with respect to childbirth and adoption, significant responsibilities with respect to elder/dependent care, disability/chronic illness, or circumstances beyond the control of the academic staff member. Written requests for extensions of the probationary period should be made in a timely manner, proximate to the events or circumstances which occasion the request, and include appropriate documentation. A request for extension of the probationary period with respect to childbirth and adoption and responsibilities carries with it the presumption of approval. More than one request may be granted but the total time granted for extensions does not ordinarily exceed one year. Multiple extension requests granted for childbirth/adoption may exceed one year. Pursuant to UWS 10.03, Wis. Admin. Code, the procedures for requesting an extension are:

1. The academic staff member provides a written request to the supervisor/executive committee, which forwards the request with its recommendation to the Dean/Division Head.

2. Requests in cases of childbirth/adoption and those related to disability or chronic illness shall be approved by the Dean/Division Head after consultation with the Academic Staff Committee. Requests in other circumstances shall be approved or denied after consultation with the Academic Staff Committee.

3. A written decision on the request shall be provided to the Academic Staff member and the supervisor and shall be based upon clear and convincing reasons.

4. An academic staff member who believes that a request has been denied unfairly may file an appeal with the Academic Staff Committee for referral to Academic Staff Hearing and Appeals Committee.
5. If any academic staff member has been in probationary status for more than seven (7) years because of a leave of absence or because of those reasons described in the introductory paragraph above, the academic staff member shall be evaluated as if he or she had been on probationary status for seven years.

104.04 Indefinite Appointments

An indefinite appointment is an appointment of 50% or more with permanent status and for an unlimited term, granted by the Chancellor to a member of the academic staff pursuant to procedures of Chapter 107 of the Policies and Procedures. Such an appointment is terminable only for cause under UWS 11 or for reasons of budget or program under UWS 12. The proportion of time provided for in the initial indefinite appointment may not be decreased or increased without the mutual consent of the academic staff member and the institution unless the appointment is terminated. Academic staff members may be granted indefinite appointment prior to the end of the sixth year of probationary service, but in no case before one year of probationary service is completed. A person with indefinite status who remains in the same position or who is involuntarily moved to another position shall not lose his or her indefinite status.

Indefinite appointments are discussed more thoroughly in UWM Chapter 107 http://www4.uwm.edu/secu/policies/acad_staff/index.cfm.

For information on preparing your Indefinite file for review, visit http://www4.uwm.edu/secu/acad_staff/review_com/ntasrc/index.cfm for Category A Non-Teaching Academic Staff and http://www4.uwm.edu/secu/acad_staff/review_com/cbasrc/index.cfm for Category B Academic Staff.

Chapter 107 Promotion to Indefinite Appointment

107.01 Promotion to Indefinite Appointment

To be eligible for promotion to indefinite appointment, an academic staff member on a probationary appointment shall meet the provisions outlined in UWM 104.03. Within 20 working days of the beginning of the fifth year in a probationary appointment, the Academic Staff member shall be notified by the Unit’s Personnel Representative or immediate supervisor regarding the timeline for submitting written materials to the Academic Staff Review Committee for consideration to Indefinite Appointment.

The academic staff member must submit materials for review to his/her supervisor and/or executive committee prior to the date marking the start of the third quarter of the staff member’s sixth year or, if appropriate, start of the 12th semester. The supervisor shall notify a probationary academic staff member in writing at least 20 working days prior to a review conference at which promotion to indefinite appointment will be considered. The academic staff member and supervisor shall review all written materials required by the Academic Staff Review Committee. The academic staff member may also submit additional written material to support promotion to indefinite appointment. Category B academic staff may also make a personal presentation. The meeting at which the presentation is made shall be closed unless an open meeting is requested by the academic staff member.

In the event that an academic staff member requires an extension of their probationary review and it is not otherwise covered in UWS 10.03 2 (1-4) (b), the following procedures shall be followed:

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The academic staff member must submit a request for extension to his/her immediate supervisor at least 40 working days prior to the date marking the start of the third quarter of the staff member’s sixth year or, if appropriate, start of the 12th semester.

If the supervisor supports the request, he/she shall forward it to the appropriate dean or division head within 10 working days who shall, if in agreement, forward the request within 10 working days for extension to the Academic Staff Committee for review and action.

The Academic Staff Committee shall review the request for extension and notify the dean or division head, supervisor, and academic staff member of action taken. If the extension is granted, the Academic Staff Committee shall notify the appropriate review committee of the extension.

Review extensions can only be granted for a 6-month period or, if appropriate, one semester and are not renewable. The academic staff member granted a review extension, but not reviewed prior to the end of the sixth year should expect a terminal year letter (in accordance with UWM Chapter 106).

Files that are received by the Category A or Category B Review Committee after the start of the third quarter of the sixth year (or, if appropriate, 12th semester), or after extension period deadline will not be considered.

Any academic staff member has the right to appeal a supervisor’s or dean/division head’s decision not to support a request for extension. The academic staff member must appeal within 15 working days of receiving notification to the Academic Staff Hearing and Appeals Committee under the procedures listed in Section 112.04 (b)(4).

107.02 Supervisor/Executive Committee Recommendation for Indefinite Appointment

The review file and recommendation of the supervisor and/or executive committee to promote the academic staff member to indefinite appointment shall be forwarded to the dean or division head with copy to the academic staff member within ten working days of the review conference specified in UWM 107.01. If the recommendation forwarded would result in non-renewal, the dean or division head must follow the procedures outlined in UWM 106.03.

107.03 Dean or Division Head's Action on Recommendation for Indefinite Appointment

The dean or division head shall forward the review file to the Academic Staff Review Committee within five working days of the receipt of a positive recommendation from the supervisor and/or executive committee. The Committee shall review the recommendation based on its established criteria. The Academic Staff Review Committee recommendation shall be reported in writing to the dean or division head and the academic staff member within 30 working days of the receipt of the file. The dean or division head shall forward a positive recommendation to the Chancellor, the academic staff member, and the Review Committee within 10 working days of receipt of the Committee’s recommendation.

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If the dean or division head decides not to forward a positive recommendation he/she shall notify the academic staff member and the chairperson of the Review Committee within ten working days of receipt of the Committee’s recommendation. The academic staff member may, in writing, request written reasons within five working days of receipt of such notification; the dean or division head shall respond within five working days of receipt of the request. If the dean or division head's decision results in non-renewal, he/she shall inform the academic staff member in writing of the effective date of the non-renewal and of the academic staff member's rights to written reasons under UWM 106.03 and/or appeal under procedures outlined in UWS 10.04 and UWM 106.04.

107.04 Reconsideration of Negative Recommendation from the Review Committee

If the Review Committee gives a negative recommendation where the result may be non-retention, the Review Committee, before forwarding its recommendation to the dean or division head, must notify the supervisor and the academic staff member of its intention and of the right of the supervisor to ask for reconsideration within ten working days of the receipt of the notice. If no request for reconsideration is received within ten working days, the findings of the Review Committee shall be forwarded immediately to the dean or division head. If the supervisor does request reconsideration, the Review Committee must meet within 10 working days of the receipt of the request. The time limits of this section may be extended by mutual consent of the supervisor and the Review Committee.

107.05 Subsequent Considerations for Indefinite Appointment

If the action of the dean or division head does not result in promotion to indefinite appointment or non-renewal, the academic staff member may be reviewed at a later date. If prior consideration occurred before the academic staff member's sixth year of probationary service, all steps in the review process must be repeated. If the prior consideration occurred during the academic staff member's sixth year of probationary service, only that part of the review process which was not completed must be performed. If the action of the dean or division head results in non-renewal, the academic staff member may request to be reviewed again for indefinite appointment prior to the end of his/her probationary period. The request shall be made to the dean or division head. If the request is granted, all steps in the review process must be repeated.

107.06 Chancellor's Action on Recommendation for Indefinite Appointment

Upon receipt of the recommendation from the dean or division head, the Chancellor shall inform the academic staff member and the Review Committee of his/her decision regarding the academic staff member’s promotion to indefinite status. If the Chancellor's decision results in non-renewal, the academic staff member shall be notified in writing within 10 working days and that notice shall include reference to academic staff rights to written reasons under UWS 10.04 and UWM 106.03 and 106.04. The academic staff member may request reasons for the non-renewal within five working days of the notification of non-renewal. The Chancellor shall respond to the request following the procedures in section 106.03 of these Policies and Procedures. The decision of the Chancellor regarding promotion to indefinite status is final and not subject to further appeal.

Almost all Academic Staff members must conduct a self-evaluation and performance review every year. UWM Chapter 105 discusses the Performance Review.

You can find the recommended format for the self-evaluation at http://www4.uwm.edu/hr/forms/forms2.cfm.

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Chapter 105 Performance Review

105.01 Performance Review and Employee Self-Evaluation

Every academic staff member who holds a position at 50% of full-time or more shall be reviewed in the sixth month after the initial appointment and annually, thereafter. The review shall begin with a self-evaluation. Supervisors shall request academic staff self-evaluations prior to December 1 and staff shall submit their self-evaluations on or before January 15. The supervisor shall hold a conference with the staff member no later than 20 working days after January 15. In the case of academic staff who are supervised by the departmental executive committee, the departmental executive committee or its designee shall conduct the conference. A written evaluation of the employee’s performance, as discussed at the conference, shall be given to the employee by the supervisor within 5 working days after the conference. If there is no written evaluation by the supervisor within 5 working days after the conference or if no conference is held, the employee’s self-evaluation will stand as the official performance evaluation. The employee shall have the option of responding in writing to the supervisor’s written evaluation within 10 working days of its receipt. The document(s) shall be filed in the employee’s official personnel file upon receipt. Each Academic Staff member is responsible for submitting an annual self-evaluation.

At times, a decision may be made that involves the non-renewal of a contract. UWM Chapter 106 provides a very in depth explanation of the non-renewal process (106.01-106.07). Additionally, UWM Chapter 108 presents information on notice periods for academic staff fixed-term and probationary-term appointments that are not renewed.

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 to 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:

<table>
<thead>
<tr>
<th>Years Employed</th>
<th>Minimum Required Notice Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 years</td>
<td>Three months</td>
</tr>
<tr>
<td>3-6 years</td>
<td>Six months</td>
</tr>
<tr>
<td>7 years or more</td>
<td>One year</td>
</tr>
</tbody>
</table>

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 service* 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:

<table>
<thead>
<tr>
<th>Years Employed</th>
<th>Minimum Required Notice Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1 year</td>
<td>Three months</td>
</tr>
<tr>
<td>2 years</td>
<td>Six months</td>
</tr>
<tr>
<td>3 years or more</td>
<td>One year</td>
</tr>
</tbody>
</table>

**“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.**

Additional items of interest may include work load policy, salary ranges and pay plans, and alternative work schedules.

For information on work load policy, visit Human Resources at [http://www4.uwm.edu/hr/faculty_and_staff/unclassified/academic_staff.cfm](http://www4.uwm.edu/hr/faculty_and_staff/unclassified/academic_staff.cfm)

For information on pay plans and salary ranges, visit Human Resources at [http://www4.uwm.edu/hr/faculty_and_staff/unclassified/academic_staff.cfm](http://www4.uwm.edu/hr/faculty_and_staff/unclassified/academic_staff.cfm)

For information on UWM’s Alternative Work Patterns Policy, visit [https://cms.uwm.edu/hr/faculty_and_staff/classified/alt_work_pattern_policy.cfm](https://cms.uwm.edu/hr/faculty_and_staff/classified/alt_work_pattern_policy.cfm)

While several Chapters of UWM’s Policies and Procedures Code were highlighted in this section, there is a plethora of important information in the Chapters not mentioned here. Chapters not mentioned include the following:

a. Chapter 102 – Delegation of Authority to the Senate of the Academic Staff
b. Chapter 103 – Committee Structure of the Academic Staff
c. Chapter 109 – Dismissal for Cause
d. Chapter 110 – Layoff of Academic Staff for Reasons of Budget or Program
e. Chapter 111 – Complaints
f. Chapter 112 – Grievance
g. Chapter 113 – Remunerated Activities, Outside Activities, and Conflicts of Interest

The entire UWM Academic Staff Personnel Policies and Procedures can be found at [http://www4.uwm.edu/secu/policies/acad_staff/index.cfm](http://www4.uwm.edu/secu/policies/acad_staff/index.cfm)