University of Wisconsin-Milwaukee
School of Freshwater Sciences

Policies and Procedures
Governing the Appointment of Initial SFS Faculty and
Conversion of Academic Staff Scientists to Faculty

*These policies and procedures are to be implemented December 7, 2009.*
*Approved: December 4, 2009 SFS Fac. Doc. No. 3.*

**Interim Executive Committee**

The Provost will appoint an interim executive committee and interim dean after consulting with the University Committee. It is anticipated the interim executive committee shall consist of no fewer then five and no greater than seven members. One member will be elected Chair. Interim executive committee members, not holding a continuing commitment faculty position in the School of Freshwater Sciences, shall be appointed for one academic year. The Provost may renew this initial appointment up to a maximum of three academic years.

Members of the interim executive committee should be:

1. Tenured University of Wisconsin-Milwaukee full professors representing the diversity of the school’s anticipated faculty. As such, faculty from the natural sciences, social sciences, and professions should be selected.
2. Experienced and skillful in hiring and developing faculty and academic staff
3. Experienced in developing and implementing school/department policies and procedures
4. Committed to creating the SFS

To avoid the possibility of conflict of interest, members of the interim executive committee should not hold a full or joint appointment with the WATER Institute.
Interim Executive Committee Tasks

The first task the interim executive committee will undertake is consideration and approval of SFWS Policies and Procedures. One approved, these policies and procedures will guide the committee’s decision making.

The second task the interim executive committee will undertake is the selection of the school’s faculty members. This process will involve consideration to recommend:

1. Appointment of existing UW Milwaukee faculty to hold joint or full (both of which have a continuing commitment obligation) faculty positions in the SFS.
2. Appointment of existing UW Milwaukee faculty to hold affiliate (not having a continuing commitment obligation) faculty positions in the SFS.
3. Appointment of UW Milwaukee academic staff scientists to hold full or part-time (both of which have a continuing commitment obligation) faculty positions in the SFS.
4. Hiring and appointment of faculty (presently not employed at UW Milwaukee) to hold joint or full (both of which have a continuing commitment obligation) faculty positions in the SFS.

The interim executive committee will review all candidates for faculty positions and will make recommendations to the interim dean. As the appointing officer of the SFS, the interim dean will be responsible for all contracting and salary decisions.

The interim executive committee, in making decisions regarding the first three of these recommendations, shall follow the procedures outlined in the recently revised and approved Chapter 5 of UWM’s Policies and Procedures.

1. Appointment of Existing UW Milwaukee Faculty to Hold Joint or Full Faculty Positions In the SFS

A faculty member may request transfer of a portion (aka Joint Faculty Position) or all (aka Full Faculty Position) of his or her department’s or school/college’s continuing commitment to his/her tenured appointment. A detailed rationale for requesting such a transfer shall be provided by the faculty member making such a request.

In making this request the procedures outlined in UW-Milwaukee FD 2218 shall be followed. These procedures are:

1. The faculty member will inform his/her current (home) executive committee chair and the dean of his/her desire to transfer to another department.
2. The chair of the Executive Committee will bring this request to the committee for discussion and a recommendation as to whether the committee approves the request to transfer.

(a) If the committee of the home department does not approve the transfer it will include reasons for the decision in the recommendation. This recommendation will then be submitted to the executive committee of the department to which the faculty member wishes to transfer. The faculty member will request, in writing, that the chair of the executive committee to which he/she wishes to transfer place the matter before the executive committee for its approval. The motion to transfer must be approved by a majority vote.

(b) If the Committee of the home department does approve the transfer it will include reasons for the decision in the recommendation. This recommendation will then be submitted to the executive committee of the department to which the faculty member wishes to transfer. The faculty member will request, in writing, that the chair of the executive committee to which he/she wishes to transfer place the matter before the executive committee for its approval. The motion to transfer must be approved by a majority vote in order for the transfer to occur.

3. In the case where the executive committee of the faculty member's current department does not recommend the transfer of the faculty member, their advice will be submitted to the dean(s) of the departments involved. The dean(s) will negotiate with the departments and take into the consideration the effect of the transfer on staffing and academic programs. In cases where a faculty member wishes to transfer to a department outside his/her school/college the provost will guarantee the home department that the transfer will take into consideration the effect of the transfer on staffing and academic programs.

In the case where both departments approve the transfer, the recommendations are sent to the dean(s). The dean(s) will take into consideration the effect of the transfer on staffing and academic programs before approving the transfer.

4. The dean(s) must send all transfers approved by the dean(s) to the Provost for final approval.
Joint Faculty Positions Between an Existing UWM School/College and SFS

If the transfer is less than 100% of the continuing commitment (i.e., a joint appointment), the following policy and procedures from UW-Milwaukee Policies and Procedures 5.03 (c) shall be followed.

A "joint probationary faculty appointment" or "joint tenure faculty appointment" occurs when two or more departments and/or schools/colleges share a continuing obligation or commitment to a faculty member. The appointment must be at the same rank in each department.

Joint probationary or tenure faculty appointments require the written agreement by all participating departments and/or school/college. Copies are to be filed with each department chairperson and the school/college dean (or division head).

The written agreement shall specify:

1. the percentage of the appointment in each department or school/college.

2. one department as the principal sponsor or tenure home of the faculty member.

3. whether the percentages of appointments are to be or may be changed/reviewed at some future time.

4. that in the event a request is made to change the percentage of a joint appointment, it shall only be granted by the mutual agreement among the appropriate Departmental Executive Committees, dean(s), and the individual concerned.

5. the start date of the joint appointment.

6. whether the appointment is on an annual or academic year basis.

7. the percentage of the faculty member’s salary that is budgeted in each participating department and school/college.

8. the department executive committee that is responsible for conducting annual reviews of the faculty member, as well as future merit salary considerations shall solicit feedback and input regarding the faculty member’s performance.
9. for tenured or existing UW Milwaukee faculty, the faculty member’s divisional affiliation.

10. for probationary appointments, there must be a specification of probationary prior service and the duration of initial appointment.

11. if the joint appointment involves more than one chancellor-headed unit of the UW System, the appropriate vice chancellor must be informed at the beginning of negotiations. [See S-33, Interinstitutional Recruiting.]

2. **Appointment of Existing UW Milwaukee Faculty to Hold Affiliate Faculty Positions In the SFS**

A UW Milwaukee faculty member not holding a joint or full faculty position, may request an Affiliate Faculty Position in the SFS.

The SFS Interim Executive Committee shall in considering a request for Affiliate Faculty position follow the policies and procedures outlined in UW-Milwaukee Policies and Procedures 5.03 (d). These policies and procedures are:

An affiliate appointment is one that allows a faculty member to be associated with a department without a continuing obligation, commitment, tenure, governance rights or a continuing commitment by the department, school/college. Affiliations may be granted by the departmental executive committee only to probationary and tenured faculty and only for fixed terms. With the approval of the departmental executive committee, affiliate appointments may be extended beyond one term.

3. **Voluntary Conversion of Academic Staff Scientist to Faculty Positions**

At this point, it is not known how many existing academic staff scientists will convert to an appointment as a faculty member. Our campus has managed individual conversions, we have never managed multiple individual requests. Therefore some general guidelines need articulation:

1. All academic staff to faculty conversions will be strictly voluntary. No academic staff scientist will be asked or required to convert their existing academic staff position to a faculty position.
2. Individuals presently holding an academic staff scientist position may request a 100% faculty appointment. The interim executive committee and interim dean must approve all such requests.
3. All faculty positions will be on an academic (9 month) contractual basis. Academic staff presently employed on a 12-month contractual basis will have their contractual basis adjusted to reflect 9 months of salaried employment per year.

4. Academic staff scientists who convert to a faulty position may retain the right to return to their previous academic staff scientist position within three years of their faculty appointment. To retain this right, this option must be specified in their appointment letter to a faculty position.

Procedures for Voluntary Conversion of Academic Staff Scientist to Faculty Positions

It is anticipated that the majority of requests from academic staff scientist to convert all or a portion of their current position to faculty will be initiated within 12 months of the creation of the SFS. While conversions will be considered after 12 months, the need to have an accurate sense of faculty resources available to the SFS will necessitate early commitments.

Academic staff scientists interested in holding a faculty position should:

1. Contact the Interim Executive Committee and arrange a day and time to meet with the chair, a subset or the entire Executive Committee.
2. Plan this first meeting to be exploratory in nature with the Executive Committee articulating:
   a. Criteria for appointment to probationary and tenured assistant, associate, and full professor appointments
   b. A comparison and contrast of faculty rights and responsibilities within the SFS and the University with those of academic staff including but not limited to School and University voting rights; termination of employment procedures; and grievance processes.
   c. A comparison and contrast of the process and criteria for faculty tenure and indefinite academic staff status.
   d. Overview of procedures for appointment to probationary and tenured faculty positions including contracting procedures, contractual reviews, post-tenure reviews, tenure and promotion reviews by Executive Committee, the role of Divisional Committees in tenure decisions, and Divisional Committee review criteria and procedures. Academic staff should be provided a copy of the SFS Faculty Personnel Policies and Procedures and the Divisional Committee Policies and Procedures.

Academic staff scientists who want to formally request consideration to a faculty position should:

1. Prepare a letter of interest specifying their desire to convert from their existing academic staff position to a faculty position and the type of
appointment desired. This letter should be submitted to the Chair of the Interim Executive Committee.

2. The letter of interest should be accompanied by a curriculum vita, which details the individual’s (1) research, (2) teaching, and (3) service activities since receiving a Ph.D. The vita should also indicate any and all previous faculty appointments. Copies of publications grant and contract awards, and evidence of teaching ability (awards, previous instructor and course evaluations, theses and dissertations directed, etc.) and service activities should also be submitted.

The Interim Executive Committee shall meet and discuss the academic staff scientist’s letter and accompanying vita and documentation of research, teaching and service activities. The Executive Committee in its deliberations shall follow the procedures and policies outlined in the most recent version of Chapter 5 of UW-Milwaukee Policies and Procedures.

The Interim Executive Committee shall render decisions regarding:

1. the academic staff scientist’s request for faculty status
2. the recommended faculty appointment type (probationary or tenured) and rank (assistant, associate, full professor).
3. if applicable, the probationary period

If the Interim Executive Committee decides not to make an offer, the Chair of the Interim Executive Committee shall communicate its decision to the academic staff scientist.

If the Interim Executive Committee decides it would like to make an offer, the chair of the Interim Executive Committee shall communicate in writing its recommendations to the SFS Interim Dean.

Upon receiving a positive recommendation, the Interim Dean shall decide to accept or reject the recommendation. If the Dean rejects the recommendation or desires modifications to the recommendation, he/she shall meet with the Interim Executive Committee to discuss concerns and possible remedies. If the Interim Dean, after consulting the Interim Executive Committee, decides not to accept the recommendation for appointment, he/she shall notify the academic staff scientist of the negative decision.

If the Interim Dean decides to make an offer, a letter of offer outlining the terms of appointment shall be written and sent to the academic staff scientist.

The academic staff scientist can then accept or reject the letter of offer.

In cases, where the appointment includes tenure, the academic staff scientist should be informed that the offer is conditional on the approval of the Interim
Executive Committee, the affirmative recommendation of the SFS Interim Dean, and the approvals of the Chancellor and UW System Board of Regents.

Assuming the academic staff scientist accepts a conditional tenure faculty appointment, the Interim Executive Committee shall begin the process of tenure review within two weeks of the appointment letter being accepted by the academic staff scientist.

The policies and procedures used in the tenure review process shall be those outlined in the SFS Faculty Personnel Policies and Procedures and UW Milwaukee Policies and Procedures.