



To: Non-Teaching Academic Staff with Probationary Appointments

From: Michael Priem, Chair
Non-Teaching Academic Staff Review Committee (NTASRC)

Date: September 27, 2019

The achievement of indefinite status is recognition of your value to the university by virtue of your past performance and service and the expectation that this will continue throughout your career at UWM. This packet of information will assist you in achieving your goal.

What is the process for securing indefinite status?

Securing your indefinite appointment begins with the compilation and assessment of your review file. For details on the content of the file and general information, you can refer to <https://uwm.edu/secu/as/review/ntasrc/>.

Once compiled, and with support from your supervisor and Dean/Division Head, your file is forwarded to the NTASRC Committee for review. The Committee's recommendation, which is advisory, is provided to the Dean, who then forwards the file to the Chancellor with a recommendation that indefinite status be granted. This path assumes positive advice from your supervisor, the Dean, the NTASRC Committee, and acceptance by the Chancellor. The attached document, *Review of Non-teaching Academic Staff for Indefinite Appointment*, describes the review process and includes a flow chart. On this chart, you will see the route the file takes for both positive and negative recommendations.

When should I begin preparing my file?

You should begin accumulating materials for your file as soon as you begin your probationary appointment. This **cumulative** record demonstrates the contributions and performance level necessary for movement to indefinite status.

What is the timeline for submission of my file?

Ideally, the NTASRC will receive your file no later than six months prior to your sixth anniversary. This assures sufficient time for review and resolution of any unexpected delays.

When does the review process need to be completed?

The entire review process must be completed no later than the quarterly date preceding your sixth anniversary. This ensures that individuals who are not promoted to indefinite status at that time receive adequate notice of non-renewal.

For example, if your appointment began on September 13, 2014, your review must be completed by July 1, 2020. The first of July begins the quarter in which you will have your sixth anniversary. If your appointment began on May 1, 2014, then the quarter date in which you have your sixth anniversary is April 1, 2020.

When are indefinite appointments granted?

Indefinite status is granted effective on the quarterly dates: January 1, April 1, July 1, and October 1. The Chancellor's office must receive the review and positive recommendation on your file before the quarterly effective date.

Is there a salary increase when indefinite status is granted?

The increase is an adjustment to your full time rate, not a one-time award. The amount currently is \$4,000. See <https://uwm.edu/secu/resources/> for information regarding promotional increments.

How do I learn more about the process?

Informational workshops are offered twice annually by the NTASRC. ***The upcoming Fall Workshop will be offered on October 25, 10:00 am-11:30 am, in Lubar S250*** for academic staff with probationary appointments and their supervisors. Registration for the workshop is through https://milwaukee.qualtrics.com/jfe/form/SV_6sp4FTbYi1aN79j

When does the NTASRC Committee meet?

The 2019-20 meeting schedule (including dates, times and meeting locations) is provided at <https://uwm.edu/secu/as/review/ntasrc/>. Scheduled meetings may be canceled if there is not sufficient business to warrant them.

How can I get more information?

You may contact any of the 2019-20 NTASRC members listed below. Past committee members may be contacted for assistance with file compilation or to review your draft file. A "Contact List for Assistance" is provided at: <https://uwm.edu/secu/as/review/ntasrc/>

Name	School/Division	Term Expires	Phone	Office	Email
Tamara Badura	EDUC	2022	4721	END 209	tlbadura@uwm.edu
Kay Eilers	SA	2020	7194	BOL 120	kceilers@uwm.edu
Kate Ganski	LIB	2021	2868	GML W125E	ganski@uwm.edu
Agnes Northrup	CHS	2021	3387	NWQB 6535	witowski@uwm.edu
Michael Priem	ADMIN	2020	7205	ENG 284	priemm@uwm.edu
Laura Stark	L&S	2020	5442	HOL 130	starkl@uwm.edu
Jen Steinheiser	ENMG	2022	4426	MEL 240	jenstein@uwm.edu

The NTASRC webpage includes review criteria, operating policies and procedures, meeting schedule, committee roster, and electronic file submission guidelines and contents:

<https://uwm.edu/secu/as/review/ntasrc/>

cc: Chancellor Mark Mone
Provost and Vice Chancellor Johannes Britz
Deans, Division Heads and Personnel Representatives
Department/Executive Committee Chairs

REVIEW OF NON-TEACHING ACADEMIC STAFF FOR INDEFINITE APPOINTMENT

INTRODUCTION

An indefinite appointment is recognition of an academic staff member's professional development and her/his contribution to realizing the objectives of the University of Wisconsin–Milwaukee. An indefinite appointment is an appointment with permanent status and for an unlimited term, granted by the Chancellor to a member of the academic staff. Such an appointment is terminable only for cause under UWS 11 and UWM 109, or for reasons of budget or program under UWS 12 and UWM 110.

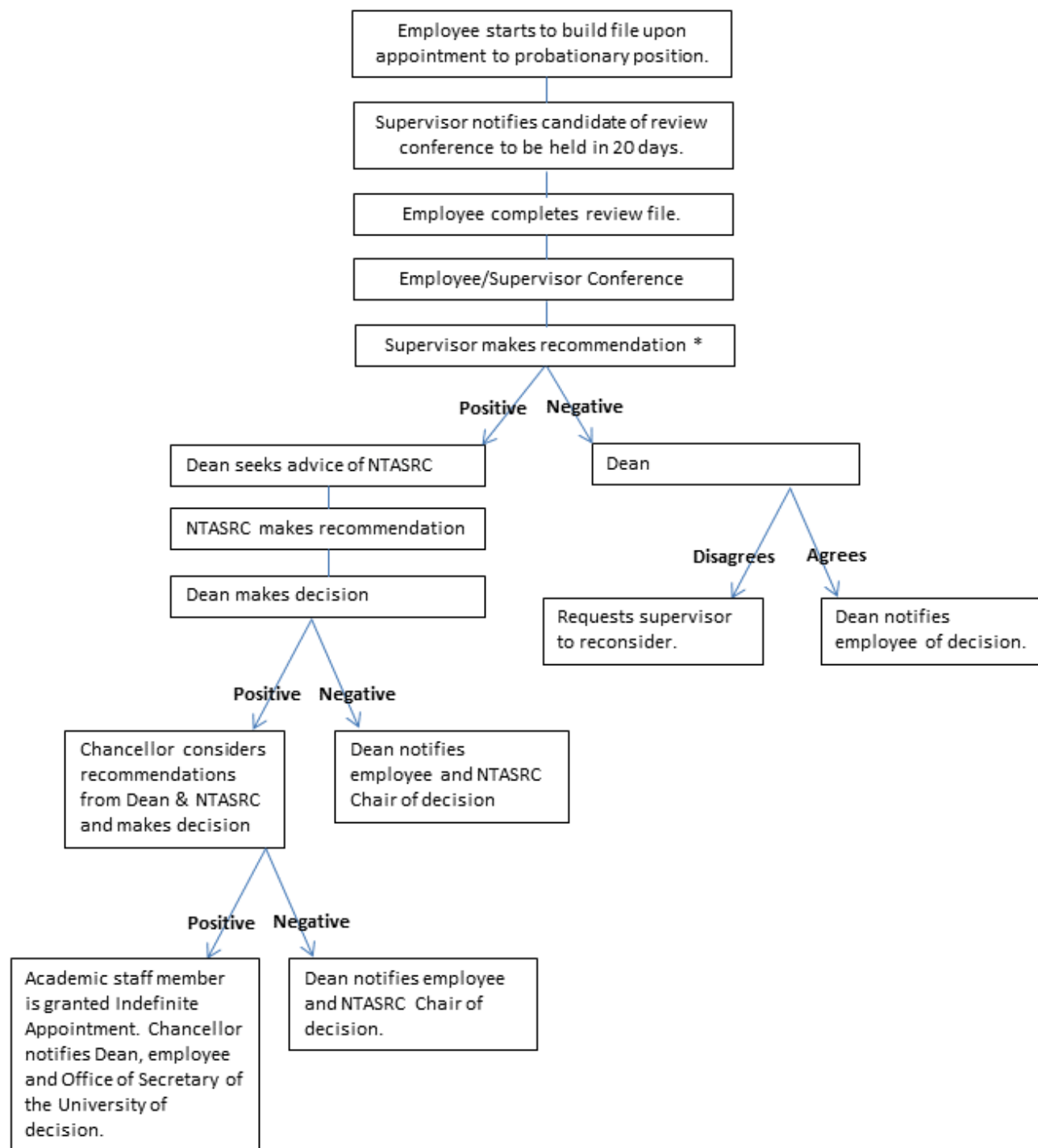
Recommendations for indefinite appointment should be forwarded to the Chancellor by the Dean/Division head in advance of these quarterly dates: January 1, April 1, July 1, and October 1. Indefinite appointment may not be granted before the quarter date following an academic staff member's first anniversary. The entire review process must be completed no later than the quarterly date preceding your sixth anniversary. This ensures that individuals who are not promoted to indefinite status at that time may receive adequate notice of non-renewal.

The review defined in UWM 107 of the Academic Staff Personnel Policies and Procedures must be formally initiated by the immediate supervisor (as designated in UWM 107.02). Promotion to an indefinite appointment requires a positive decision by the Chancellor upon positive recommendations by the candidate's immediate supervisor and Dean/Division head.* The Non-Teaching Academic Staff Review Committee (NTASRC) conducts its review after the immediate supervisor makes a positive recommendation to the Dean/Division Head. This review provides for peer evaluation, and the resulting recommendation is advisory to the dean/division head and to the Chancellor.

*In some operative divisions there are intermediate levels of administration. In such cases, the Dean/Division head may consult with the intermediate supervisor.

The following diagram represents the review process as described in Chapter 107 of the Academic Staff Personnel Policies & Procedures.

For Promotion to Indefinite Appointment



• In some operating divisions there are intermediate levels of administration. In such cases, the dean/division head may consult with the intermediate supervisor.

** A non-renewal decision may be appealed (see Chapter 106 of the Academic Staff Personnel Policies & Procedures; <http://uwm.edu/secu/policies/as/>)

REVIEW CRITERIA

The NTASCR uses the following criteria in its review of a candidate recommended for promotion to indefinite status:

1. Excellence in performing assigned job duties and responsibilities
2. A high and consistent level of demonstrated professional growth and development
3. A demonstrated commitment to higher education and to the University of Wisconsin-Milwaukee

These qualities are to be documented in a review file that must:

1. Delineate the duties and responsibilities of the candidate's position and evaluate the candidate's performance in these duties and responsibilities
2. Describe and evaluate the candidate's professional growth and development
3. Assess the candidate's current and probable future commitment to higher education and service to the University

**Non-Teaching Academic Staff Review Committee (NTASRC)
Calculating your timeline for Indefinite Appointment Worksheet**

To help you determine your timeline for indefinite review, follow the process outlined in this example.

I. See your probationary contract letter to determine your actual start date. For this example we will use **March 15, 2014** as the start date of your probationary appointment.

A. For the purpose of indefinite appointment, adjust your start date to the first day of the calendar **QUARTER** that contains your actual start date:

- * Jan/Feb/March ----- January 1
- * Apr/May/June ----- April 1
- * July/August/Sept ----- July 1
- * Oct/Nov/Dec ----- October 1

This makes your adjusted start date: **January 1, 2014**

B. Were you awarded “**prior years of service**” (may be listed as “**Period of probationary service counted**”) on your initial probationary contract? (See Academic Staff Personnel Policies & Procedures Chapter 104.03 for more information.)

NO: Your adjusted start date remains **January 1, 2014**

NOT SURE: Review your initial contract or meet with your unit’s personnel representative ASAP.

YES: For this example we’ll use **2 years** as the number of prior years of service granted. If awarded prior years of service you must back up your start date to reflect those prior years of service. Your adjusted start date becomes **January 1, 2012**.

II. My “adjusted” start date is (we will use the date that awarded prior years of service): **January 1, 2012**.

III. I should start pulling together my indefinite file soon after my 5th anniversary (at the start of my 6th year) (See Academic Staff Personnel Policies & Procedures Chapter 107 for more information).

That date would be: **January 1, 2017**

IV. I should plan to have my file submitted no later than six months after my 5th anniversary, to allow sufficient time for the file to be processed. Therefore, my goal date to submit my file is: **July 1, 2017**.

V. My indefinite appointment **MUST** become effective no later than my 6th anniversary: **January 1, 2018**.

REQUIRED CONTENTS OF FILE

I. *Table of Contents*

Number all pages in file. Table of Contents is page 1.

II. *Glossary of Acronyms & Abbreviations*

Include an alphabetical listing of **all** acronyms and/or abbreviations used throughout your file.

III. *Current Resume*

Include a reverse chronological listing of all professional employment in your resume, including each employment assignment at the University of Wisconsin–Milwaukee.

IV. *Most Recent Position Description*

Include the most recent official position description that includes a percentage breakdown of job duties. Part A of the Position Description Questionnaire (PDQ) may be used. (If the PDQ is used, include only the 1-2 page percentage breakdown, not the entire PDQ). If your position description has changed, include **all** pertinent position descriptions.

V. *First Probationary Contract*

Include your first probationary contract. If you've had a change in position, title, unit, etc., include **all** pertinent contracts.

VI. *Performance Reviews*

Include all performance reviews, including your self-evaluations and supervisor's evaluations, and any responses prepared by the candidate (see Academic Staff Personnel Policies & Procedures Chapter 105 for more information). Make sure that you have signed your self-evaluations, and that your supervisor's evaluations include **all** required signatures.

VII. *Professional Growth and Development and University Service*

A. *Membership and Participation in Professional/Service Organizations or Societies*

List memberships and briefly indicate how your membership and participation in these organizations contributed toward your professional growth and development. You may comment on each of your memberships individually or as a group.

B. *University Service*

List instances of service beyond the scope of your duties to UWM and indicate the manner in which your contributions served the University. You may briefly comment on each instance of service individually or as a group.

C. *Conferences, Seminars, Workshops, etc.*

List your participation in these and related events.

D. *Educational Development, Research, Publications, Special Awards*

List your accomplishments in these areas.

E. *Community Service*

List instances of service to the community in which you live and/or work.

VIII. **Letters of Reference**

Include **at least three** but **not more than five** current letters of reference. These references should be from a variety of individuals who can evaluate your performance in relation to the review criteria. Faculty members, academic and classified staff, students, members of the community, etc., may be used as references.

IX. **Personal Statement**

Describe your strengths, contributions, and commitment to the University as they relate to the review criteria (1–2 pages suggested; **3 pages maximum**).

X. **Materials Submitted by the Immediate Supervisor**

A. Recommendation Summary

The immediate supervisor's recommendation summary should address the candidate's suitability for promotion to indefinite status through inclusion of the following (in any form):

1. An assessment of the candidate's performance of the duties and responsibilities stated in the position description with particular attention given to significant achievements/accomplishments.
2. An evaluation of the initiative shown by the candidate in determining and improving the quality, direction and/or scope of the service provided by her/his position and/or unit.
3. An assessment of the candidate's probable future contributions to the University.
4. An evaluation of the candidate's professional growth and development as presented in section VII.

B. Organizational Chart

This chart should include all of the operational areas of the office within which the candidate is employed, illustrating both the levels of supervision of the candidate and those supervised by the candidate.

C. Explanation of Omission of Materials

An explanation of the omission of any materials or information requested as part of the review file.

D. Candidates Response to Supervisor's Recommendation (This section is optional)

XI. **Certification Statement**

This statement should indicate that, as of a specific date, the candidate and the immediate supervisor both agree that the contents of the review file are complete and in the order of the above content outline, and that **no changes will be made by any party after that date**. This statement is signed and dated both by the candidate and the immediate supervisor **on the same date listed in the statement**.

**UW-MILWAUKEE
NON-TEACHING ACADEMIC STAFF REVIEW COMMITTEE
INDEFINITE REVIEW FILE CHECKLIST**

REQUIRED ITEMS	IN YOUR FILE?	HELPFUL HINTS/TIPS
Table of Contents		<ul style="list-style-type: none"> • Please number the pages of your file, including blank pages or section headings.
Glossary of Acronyms & Abbreviations		<ul style="list-style-type: none"> • Please list in alphabetical order all acronyms and abbreviations used throughout your file.
Current Resume		<ul style="list-style-type: none"> • Reverse chronological listing of employment (starting with most recent) to include all positions at UWM
Position Description(s)		<ul style="list-style-type: none"> • Most recent official position description, including percentage breakdown of job duties. • If your position description has changed, include all pertinent position descriptions.
Contract(s)		<ul style="list-style-type: none"> • Include a copy of your initial probationary contract. • If you've had a change in position, title, unit, etc., include all pertinent contracts.
Performance Reviews (Employee & Supervisor)		<ul style="list-style-type: none"> • Performance reviews should follow the format on the <i>Annual Academic Staff Evaluation Form</i>. For blank/downloadable forms, go to http://www4.uwm.edu/hr/toolkits/manager_toolkits/. • Ensure that all appropriate signatures/dates appear on all self and supervisor evaluations. • Put in chronological order starting with your first evaluation. • Include all evaluations. If you are submitting your file October through December, it is strongly recommended that you include a self-evaluation for the current year, as you have almost completed another full year of service. We understand that your supervisor may not require you to have this evaluation completed until January, but including it in your file enables you to highlight the contributions that you have made most recently. If you are submitting your file in January or February, it is required that you submit your self-evaluation from the previous year.
Professional Growth & Development Activities		<ul style="list-style-type: none"> • Membership and participation in Professional/Service Organizations. • Participation in Conferences, Workshops, and Seminars. • Educational Development, Research, Publications, Special Awards • Service to the community.
University Service		<ul style="list-style-type: none"> • The committee is looking for service activities BEYOND the scope of your position, such as active participation on campus committees or work with campus groups outside of your unit. • If service is closely related to your assigned job duties, provide a detailed explanation of how it goes beyond the scope of your position.
Letters of Reference (3-5)		<ul style="list-style-type: none"> • Letters of Reference should be current (within the past 6 months).
Personal Statement		<ul style="list-style-type: none"> • Provide a narrative on your strengths and contributions as they relate to your commitment to the University. This should not be a recap of your resume or resemble a cover letter. (1-2 pages suggested; 3 page max.).
Recommendation Summary from Immediate Supervisor		<ul style="list-style-type: none"> • The immediate supervisor's recommendation summary should address the candidate's suitability for promotion to indefinite status.
Organizational Chart		<ul style="list-style-type: none"> • Please highlight yourself on the chart.
Explanation of Omission of Materials		<ul style="list-style-type: none"> • This section should explain any missing documents including any missing performance evaluations and/or signatures.
Candidate's Response to Supervisor's Recommendation (optional)		<ul style="list-style-type: none"> • This is optional.
Certification Statement		<ul style="list-style-type: none"> • The statement should be dated after all documentation has been submitted. Signatures should have the same date; nothing in your file should be dated after the date on your statement.