

## **Procedures for Indefinite Status File Extension Request (February 15, 2021 deadline)**

*Interim Policy – to be included with Ch 104.03*

### **Request for Extension due to COVID-19 Disruption**

Accommodation will be made for academic staff on probationary track to extend the probationary period for academic staff on track towards indefinite status. Because the circumstances are beyond the control of the staff member, there is a presumption of approval of these requests. **The extensions will be available for individuals who have files due on or before May 31, 2021.** A written request for an extension should be made to the Academic Staff Committee Chair as well as the Chair of the Instructional & Research Academic Staff Review Committee (IRASRC) OR the Chair of the Non-Teaching Academic Staff Review Committee (NTASRC). **Extensions must be requested by the staff member by February 15, 2021.** The extension allows employees to complete the indefinite status appointment process by **October 31, 2021.** Notification of the extension will be provided to the supervisor/executive committee/Dean/Division Head.

### **To request an extension:**

1. Provide a written request to the ASC chair **and** IRASRC or NTASRC chair. Please include a copy of your **first** probationary contract to verify eligibility and timelines;
2. Individuals who are currently on a terminal contract or who have received a non-renewal notice are not eligible for the timeline extension;
3. IRASRC/NTASRC chairs will provide recommendation of eligibility to ASC within 10 working days of receipt of the initial request (request must include contract);
4. ASC will review and act on the request based on the recommendation from the IRASRC/NTASRC chair within 15 business days of their recommendation in order to allow for ASC review;
5. Written notification -- via email -- will be provided to the individual AS member and their Dean/Supervisor/UBR with the disposition of the request and, if the request is approved, verification of the process timeline (October 31, 2021).

### **Send requests prior to February 15, 2021:**

Instructional & Research Academic Staff Review Committee ([IRASRC](#))

Susan Cashin, Chair – [scashin@uwm.edu](mailto:scashin@uwm.edu)

Christine Roberson, Committee Coordinator – [robersoc@uwm.edu](mailto:robersoc@uwm.edu)

Non-Teaching Academic Staff Review Committee ([NTASRC](#))

Kate Ganski, Chair – [ganski@uwm.edu](mailto:ganski@uwm.edu)

Christine Roberson, Committee Coordinator – [robersoc@uwm.edu](mailto:robersoc@uwm.edu)

Academic Staff Committee ([ASC](#))

Kyla Esguerra, Chair – [kylam@uwm.edu](mailto:kylam@uwm.edu)

Tammy Howard, Assistant Secretary of the University – [tammyh@uwm.edu](mailto:tammyh@uwm.edu)