**University of Wisconsin- Milwaukee**

**Academic Staff Hearing & Appeals Committee**

**Non-Renewal Intake Form**

ASHAC requires a written document to review your appeal. Please organize this document into the following sections and be specific and detailed as you address these items.

In considering issues of non-renewal, ASHAC presumes that the decision of the Supervisor, Executive Committee, Dean, and/or Division Head is correct. The burden of proof is on the Academic Staff member to prove otherwise based on the grounds established in [UWS 10.04](https://docs.legis.wisconsin.gov/code/admin_code/uws/10).

**Section 1**: **Contact Information**

1. **Your information**

Name

Position title

Department

School/College/Division

UWM office address

UWM phone

UWM email

Home address

Home phone

Preferred email (if other than UWM account)

Preferred pronouns

1. **The name(s) and contact information for the person(s) from whom you received notification of non-renewal*.***

Name

Position title

Department

School/College/Division

Professional relationship to you (e.g., immediate supervisor)

UWM address

UWM phone number

UWM email

**Section 2: Scope**

Appeals of non-renewal must be based upon one or more of the following factors, with material prejudice to the individual. **Please indicate the factor(s) that you believe apply to your situation.**

\_\_\_1. Non-renewal was improperly based on conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom.

\_\_\_2. Non-renewal was improperly based on factors proscribed by applicable state or federal laws regarding fair employment practices.

\_\_\_3. Non-renewal was based on improper consideration of qualifications for reappointment or renewal. Improper consideration shall be deemed to have been given to the qualifications of an academic staff member if material prejudice resulted because of any of the following:

\_\_\_3a. The procedures required by rules of the Academic Staff were not followed.

\_\_\_3b. Available data bearing materially on the quality of performance were not considered.

\_\_\_3c. Unfounded, arbitrary, or irrelevant assumptions of fact were made about work or conduct.

**Section 3: Narrative**

**Please provide a clear and concise narrative explaining why you are appealing your non-renewal**. Include any relevant background information that recounts the history and chronology of events and communication between you and the decision-maker. This history should identify the alleged improper actions on the part of the decision-maker, as well as any specific provisions from UWS 10.04 and/or UWM ASPPP Chapter 106 that the actions of the decision-maker violated.

**Section 4: Supporting Documents**

Attach documentation that substantiates your appeal (e.g. correspondence, summaries of verbal communication, letters of appointment, annual performance reviews, etc.). If you find other relevant documents after submitting the intake form, please forward them to [secofunv@uwm.edu](mailto:secofunv@uwm.edu). ASHAC may also request specific documents as part of the hearing process.

**Submit Your Materials**

Submit an electronic copy of your intake form and any supporting documentation to the Secretary of the University’s Office, [secofunv@uwm.edu](mailto:secofunv@uwm.edu).  You will receive an acknowledgement of receipt of your documentation.

Contact the Secretary of the University’s Office at [secofunv@uwm.edu](mailto:secofunv@uwm.edu) or 414-229-5988 with any questions.