

**CHAPTER 101  
COVERAGE, DEFINITIONS AND FUNCTIONAL AREAS**

**101.01 Coverage**

**101.02 Definitions**

**101.03 Functional Areas**

(AS Doc 106, 8/17)

**101.01 Coverage**

Pursuant to Wisconsin Statutes 36.09(4m) and UWS 9.01, of the Wisconsin Administrative Code Rules of the Board of Regents, these policies and procedures apply to all academic staff appointments on the University of Wisconsin-Milwaukee campus.

(AS Doc 106, 8/17)

**101.02 Definitions**

- Academic Staff member – Professional and administrative personnel other than faculty and University staff with duties, and subject to 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 Faculty Policies and Procedures, Chapter 101 (1) (b), does not affect the holder’s rights and privileges as an academic staff member.
- College - A college is an organizational unit with a dean as its chief executive officer.
- Cumulative years of service – The combined years of service to the University with an appointment of 50% or greater, regardless of position, title, unit, or continuity of appointment.
- Division – A division is an organizational unit with a vice chancellor as its chief executive officer.
- Functional Area – The specific unclassified work category which is defined by the

majority of the type of work assigned to the position (i.e. - instructional or non-instructional).

- Limited Title Appointment (Executive Administrative Staff) – A special appointment to a designated administrative position. This type of appointment serves at the pleasure of the authorized official who made the appointment and holds no governance standing.
- Operational Area: Indefinite – The college or division in which an indefinite academic staff member works.
- Operational Area: Probationary/Fixed-Term – The department, program, unit and/or division where an academic staff member works as indicated in the employment contract.
- Prior Years of Service – The number of years an academic staff member may be credited at the time of initial probationary appointment.
- 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.
- 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.

(AS Doc 106, 8/17)

(AS Doc 137, 4/23)

### **101.03 Functional Areas**

There shall be two functional areas within the academic staff:

- Non-Instructional: Academic staff members who primarily carry out non-instructional and non-research academic responsibilities.
- Instructional: Academic staff members who primarily carry out instructional and/or research responsibilities.

All academic staff members as defined in Section 101.03 of these Policies and Procedures shall

be a member of one of these functional areas as specified in the employment contract.

For individuals holding limited title appointments concurrent with probationary or indefinite academic staff appointments, the functional area shall be that of the concurrent academic staff appointment, as specified in the appointment letter.

(AS Doc 76, 1/13)

(AS Doc 106, 8/17)