

Preparing Your File for Indefinite Status

Workshop for Probationary Non-Teaching Academic Staff

Presented by:

Non-Teaching Academic Staff Review Committee
(NTASRC)

NTASRC Members

- **Cheri Dziekan Chapman**, College of Health Professions and Sciences
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Probationary Academic Staff at UWM

- Your role is unique to higher education.
- Your path to indefinite status is similar to that of a faculty member reaching tenure. Faculty are awarded tenure for teaching, research, and service beyond the scope of their position.
- Academic Staff are awarded indefinite appointment for providing professional and administrative services associated with higher education and for service to the university beyond their department or school/college.
 - Support for the University Mission
- Your role as a part of the university includes supporting UWM as a whole, not just your department or school/college.

What Is Indefinite Appointment?

- An appointment with permanent status and for an unlimited term, granted by the Chancellor to a member of the academic staff.
- Recognition of an academic staff member's professional development and their past, present, and future contributions to realizing the objectives of UWM.
- Terminable only for cause under [UWS 11](#) and [UWM 109](#), or for reasons of budget or program under [UWS 12](#) and [UWM 110](#).

Review Criteria

Criteria used by the NTASRC:

- Excellence in performing assigned job duties and responsibilities.
- High and consistent level of demonstrated professional growth and development.
- Demonstrated commitment to higher education and to UWM.

These qualities are documented in a review file that must:

- Delineate the duties and responsibilities of your position and evaluate your performance in these duties and responsibilities.
- Describe and evaluate your professional growth and development.
- Assess your current and probable future commitment to higher education and service to the University and community.

You Are Responsible

- Accepting a probationary appointment is your first step toward attaining indefinite appointment at UWM.
- Indefinite status is earned by you, not automatically granted by UWM. If denied indefinite status, you will be terminated from your probationary position.
- Documenting your performance and contribution is required.
- You must know your timeline and work within the proper deadlines to assure the review process for indefinite appointment is completed prior to your 6th anniversary.

Web Resources

Non-Teaching Academic Staff Review Committee (NTASRC)

The Non-Teaching Academic Staff Review Committee reviews probationary non-teaching academic staff members and makes recommendations to deans and division heads concerning promotion to indefinite appointment. It also periodically reviews procedures and criteria for such evaluation and promotion. Seven elected academic staff members serve on this committee.

- [Committee Bylaws](#)
- [Roster 19-20](#)
- [Roster 18-19](#)
- [Meeting Schedule](#)
- [Operating Policies & Procedures](#)
- [Review Criteria](#)
- [Fillable Certification Statement Form](#)
- [Electronic File Submission Guidelines](#)
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ACADEMIC STAFF

[Policies & Procedures](#)

[Academic Staff Documents](#)

[Academic Staff Promotion](#)

[Academic Staff Senate](#)

[Academic Staff Committee](#)

[Review Committees](#)

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

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

[Standing Committees](#)

[Distinguished Prefix](#)

[Faculty Standing Committees with Academic Staff Representation](#)

[UW System Academic Staff Representative Council](#)

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

Timeline for Recommendation

1. The review file and your supervisor's recommendation must be sent to your Dean/Division Head within **10 working days** of your review conference with your supervisor.
2. The Dean/Division Head sends the file to NTASRC within **5 working days** of receiving a positive recommendation from your supervisor.
3. NTASRC reports its recommendations to your Dean/Division Head and you within **30 working days** of receiving the file.
4. Your Dean/Division head must send a positive recommendation to the Chancellor, you, and NTASRC within **10 working days** of receiving the Committee's recommendation.
5. Upon receipt of the positive recommendation, the Chancellor should (with no delay) inform you and NTASRC of the decision regarding your promotion to Indefinite Status.

Sections of Your Indefinite File

1. Table of Contents
2. Glossary of acronyms and/or abbreviations used in your file
3. Current Resume
4. Most Recent Position Description
 - If your position description has changed significantly, include copies of the original and revised position descriptions
5. First Probationary Appointment Contract
 - If you changed title, position, unit, etc., include all relevant contracts
6. Performance Reviews
7. Professional Growth & Development

Sections of Your Indefinite File

8. University Service & Community Service
9. Letters of Recommendation
10. Personal Statement
11. Supervisor's Recommendation
12. Organizational Chart
13. Explanation of Omission of Materials (if needed)
14. Candidate's Response to Supervisor's Recommendation
(This section is optional)
15. Certification Statement
16. Appendix (optional)

Your Resume

- Make sure it is up to date and reflects your current position
 - Listed in reverse chronological order
- **Tip:** It is much easier to update your resume on an annual basis versus updating it after years have passed

Position Description

- Work with your supervisor to keep your position description up to date (this is not your TTC Standard Job Description).
 - A required part of the annual performance evaluation
 - Percentage breakdown of duties is required
- Have your duties and responsibilities changed?
- Have you been promoted?
- If your position description has changed significantly, include copies of the original and revised descriptions.

First Probationary Contract

- It is required that you include your first probationary contract for your current position.
- If you have had a change in title, position, unit, etc., include all relevant contracts.
 - If you have questions about which contracts are relevant, ask!
- This allows the committee to confirm your timeline for indefinite review.
- Ensure the contract has the appropriate signatures (or is included in the omissions if signatures are missing)

Annual Performance Reviews

Annual Self-Evaluation

- Submit your annual evaluation on time and every year.
- Your evaluation should be well written, comprehensive, and representative of the specific year.
- You are writing for an audience beyond your supervisor, so explain abbreviations, acronyms, associations, etc.
- Sign and date your evaluation and **save a copy**.
- Your Annual Reviews in your file must be in **Chronological Order**.

Annual Self-Evaluation

- **Submitting your file October-December:**
We **STRONGLY** recommended including your self-evaluation for the current year.
- **Submitting your file January-February:**
Your prior year self-evaluation is **REQUIRED** (regardless of when it may be due to your supervisor).

Annual Supervisor Evaluation

- Valuable for the review process
- Ask questions and discuss concerns
- Request a copy of the final evaluation with **ALL** signatures and dates
- If your supervisor does not write an evaluation, your self-evaluation for that year stands
- Your file is **NOT** complete unless **signature and date lines** are completed (or have been discussed in the omissions)

Membership and Participation in Professional/Service Organizations

- Membership
- Participation
 - Attending conferences and meetings
 - Leadership positions
 - Giving presentations
- Contributions toward your growth as a professional

Conferences, Seminars, Workshops

- **Conferences**
 - Professional Organizations and Societies
- **Seminars**
 - Professional Development
- **Workshops**
 - Training

Educational Development, Research, and Publications

- **Educational Development**
 - Coursework for credit
 - Additional degrees
- **Publications**
 - Books/monographs
 - Articles in journals and periodicals
- **Research**
- **Special Awards**

University Service

Service to UWM **beyond the scope of your departmental or job-related duties** is a key component of your file.

- Directly contributes to UWM's mission and demonstrates your commitment to the university.
- Benefits you by allowing you to network, meet your UWM colleagues, develop skills and abilities beyond your job, and learn about the UWM community.
- Items in this category should be **clearly differentiated** from your position description.
- Provide a brief narrative on how your service items differentiate from your job duties and impact the university.

Additional Service Opportunities at UWM

- Volunteer for Fall Welcome activities
- Marshal at commencement or award ceremonies
- Usher at fine arts events
- Serve on a search committee
- Serve as a student organization advisor
- Contribute to a campus networking group
 - Advisors and Counselors Network

University Service Opportunities

Academic Staff Governance Site:

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

Online Academic Staff Preference Sheet:

Generally available mid-November through mid-December each year with the link distributed by the office of the Secretary of the University

Non-Instructional Academic Staff Subcommittee:

Sponsors a workshop every year outlining service opportunities. Watch your e-mail for upcoming workshop offering.

Other UWM service opportunities are communicated via email and web announcements throughout the year.

University Related Community Service

- This is secondary to your university service
 - **Some examples:**
 - Volunteering for or participating in the Panther Prowl
 - Make a Difference Day
 - Walk-a-thon
 - Other volunteer opportunities
 - UWM Center for Community-Based Learning, Leadership, and Research
- <https://uwm.edu/community/>

Letters of Reference

- Three to five letters written within the past six months
 - Letters can be addressed to the Non-Teaching Academic Staff Review Committee
- Can be written by campus colleagues, faculty, and students, and professional or community contacts
- Letters from outside your unit are encouraged
- If your primary role includes student contact, it is highly recommended to include a letter from a student
- Additional letters may be included in the Appendix

Personal Statement

- Express your philosophy of service to UWM through your learning experiences, growth, and deeper connection to the university
 - **1 to 2** pages suggested; **3** pages maximum
- Avoid repeating your position description, annual evaluations, or previously documented activities

Supervisor's Recommendation

- A letter to the Chair of the NTASRC written and signed by your immediate supervisor
- Recommends the NTASRC consider your file for the reasons stated

Organizational Chart

- Include a current organizational chart that accurately represents your name/position, up to the Dean or Division Head
- Your name must be highlighted
- Your unit business rep (UBR) or personnel rep (PREP) is a resource for this document

Omission of Required Materials

- Identify any missing documents, including performance evaluations, signatures, etc.
- Explain the reason(s) for the missing materials

File Submission

- **One Electronic Copy**
 - Submit to your Dean/Division Head, who then submits it to the NTASRC with a transmittal letter.
 - Submit to:
Non-Teaching Academic Staff Review Committee
c/o Office of the Secretary of the University(secofunv@uwm.edu)

Certification Statement

- Dated **AFTER** all other documentation in your file
- A fillable Certification Statement form is available on the NTASRC Web site:
<https://uwm.edu/secu/wp-content/uploads/sites/122/2014/07/Cert-Statement.pdf>
- If you need to resubmit your file, you must fill out a new certification statement

Tips & Suggestions

- Keep active in your profession and in service to university
- Keep an annual file; use a calendar
- Submit thorough self-evaluations
- Be inclusive, accurate and thorough
- Define all acronyms
- Include an Appendix for additional materials (optional)
- Attend campus workshops
- Ask someone outside of your unit to review your file

Calculating Your Timeline

You must receive your Indefinite Appointment by your 6th anniversary (**before the start of your 7th year**)

The “final” date is determined by several variables:

- The actual date your Probationary Appointment began
- The number of years (or months) of prior service you were granted with your first probationary contract

NOTE: Some contracts may state the date your file must be **submitted to your supervisor**

1. The **date** your probationary appointment began: **AUGUST 29, 2018**
2. Were you awarded “**prior years of service**” on your initial probationary contract?
 - **NO:** Your indefinite appointment **MUST** become effective no later than your 6th anniversary: **August 29, 2024**.
 - **Not sure:** Review your initial contract or meet with your unit’s personnel representative ASAP
 - **YES:** Number of years: **1**

Back-up your start date to include those “prior years of “service” (e.g., if 1 year credit, 08/29/2018 becomes 08/29/2017 as the **final adjusted date of hire**) Your indefinite appointment **MUST** become effective no later than your 6th anniversary: **August 29, 2023**.

My “calculated” start date is: **August 29, 2018**

✓ I should start developing my indefinite file soon after my 5th anniversary (at the start of my 6th year).

That date is **August 29, 2023**

✓ I should plan to submit my file no later than six months after my 5th anniversary to allow sufficient processing time.

My goal date to submit my file is **FEBRUARY 28, 2024**

✓ I should receive my indefinite appointment no later than my 6th anniversary (start of my 7th year): **August 29, 2024**

How Can We Help?

Resources on Web Site

- Review criteria
- Fillable Certification Statement Form
- Electronic file submission guidelines
- Contact list for assistance (former committee members)
- Sample files available at the Secretary of the University offices – Lubar Hall, Room N450
- <https://uwm.edu/secu/as/review/ntasrc/>

Questions?

- Talk with your Unit Personnel Representative and/or UWM Human Resources Staff
 - Online directory of Unit Personnel Representatives
<https://uwm.edu/hr/home/managers-and-hr-partners/directory-and-meeting-resources/prep-ubr-directory/>
- Contact current NTASRC members
 - Cheri Dziekan Chapman
 - Paul Engevold
 - Kyla Esguerra
 - Julie Frey
 - Ann Hanlon
 - Kerry Korinek
 - Julie Reindl