

UW Colleges Constitution
Chapter 8 - Appointments and Promotions of Academic Staff
(Category A. - Non-instructional and Category B. - Instructional)

Approved by the UW Board of Regents 9/10/93

Revision adopted by the Senate 5/4/96

8.00 Appointments

A. "Fixed-term" Appointments ...

... are specified in the letter of appointment, renewable solely at the option of the institution, and carry no expectation of reemployment beyond the stated term, regardless of how many times renewed. (UWS 10.03; ASPP 5.03)

B. "Rolling horizon" Appointments...

... are multiple-year contracts to ensure continued employment for Category A academic staff who are performing satisfactorily in positions where there is an ongoing programmatic need and the necessary budget support. Staff employed in programs funded by federal grants may receive a contract for the length of the grant period, if they meet the criteria for a rolling horizon appointment.

8.01 Procedure for Appointments

A. Non-instructional Academic Staff Candidates (Category A) ...

... shall be identified by the campus dean in consultation with the appropriate campus committee and be recommended by the dean to the chancellor. Guidelines and criteria for appointment shall be developed in consultation with campus deans.

B. Instructional Academic Staff Candidates (Category B)...

... shall be identified by the campus dean in consultation with the academic department chair and must be recommended by each to the chancellor. Guidelines and criteria for appointment shall be developed in consultation with campus deans and department chairs.

8.02 Nonrenewal

Written notice will be provided when a fixed-term academic staff appointment will not be renewed in advance of the expiration of the appointment as follows:

A. Fixed-term Appointments (without rolling horizon)

At least three (3) months before the end of the appointment in the first two (2) years; at least six (6) months before the end of the appointment until the end of the sixth year of continuous service; and at least twelve months thereafter

B. Rolling Horizon Appointments

Written notice that a rolling horizon appointment will be stopped is given during the annual evaluation process. The employee then has whatever term is left on the rolling horizon appointment.

Procedures for reconsideration of nonreappointment are specified in ASPP 5.

8.03 Promotions

Promotional opportunities are provided for professional and instructional academic staff. Promotion may occur within a professional title, or by appointment to a vacant, higher level position for non-instructional academic staff and instructional academic staff.

A. Promotion Within a Professional Title - Category A/Non-instructional Academic Staff

Academic staff on a campus or at the central office may be promoted within a professional title from associate to no prefix, from no prefix to senior, or from senior to distinguished. [See ASPP #704]

B. Promotion Within an Instructional Title - Category B/Instructional Academic Staff

Movement from associate to no prefix and from no prefix to senior in an instructional title is a promotion.
[See IP #322]

8.04 Criteria for Promotion for Category A and Category B Academic Staff

General promotion criteria may be found in the UW Colleges Unclassified Title Guidelines and in the Academic Staff Promotion Policy and Procedures Document. The following criteria must be met before a promotion is mended: highest degree held, consistently superior performance evaluations, and level of experience in current and related positions.

8.05 Appeal Procedures for Category A and Category B Academic Staff

An academic staff member denied a promotion may appeal through the Academic Staff Appeals and Grievances Committee.

8.06 Source Documents for Academic Staff Policies

Refer to the UW Colleges Unclassified Title Guidelines for general information on titles (including function, prefix, and scope). This document also contains related personnel policies (promotions, rolling horizons) for academic staff.