



Academic Staff Appointments Guide

Use this guide to understand Academic Staff appointments at UW-Stevens Point.

Academic Staff Title Categories

Academic Staff titles fall within 3 categories:

Category A

Titles with duties and responsibilities which are professional and administrative positions common to institutions of higher education other than classroom teaching. At UW-Stevens Point (UWSP), this category consists of personnel primarily involved in support programs.

Category B

Titles with duties and responsibilities which are research or instructional functions typical of faculty in the UW System. At UWSP, this category consists almost exclusively of classroom teaching academic staff.

Category C

Titles with duties and responsibilities which are designated professional positions and administrative positions in academic areas. At UWSP, this category includes positions at or above the level of assistant dean, program directors for academic research units, coaches, consultants, and some limited appointments.

Academic Staff Appointment Types

UWSP administers the following appointment types:

Appointment Type	Definition
Fixed-term renewable appointment	An appointment in which the initial term is specified and is renewable so long as the appointee renders satisfactory service, funds are available, and the directions or needs of the program do not change
Fixed-term no-intent to renew/terminal appointment	An appointment for a specified timeframe when there is no expectation of continuing employment beyond the end date specified
Probationary*	An appointment with a probationary period up to 7 years leading to a review and decision on granting indefinite appointment
Indefinite*	An appointment with permanent status and for an unlimited term in a specified operational area

** Effective February 23, 2015, Chancellor Bernie Patterson suspended the designation of new probationary and indefinite appointments.*

Appointment Terms

Appointment terms are the specific employment conditions for a specific appointment. The terms of the appointment cannot be changed during the contract period without mutual consent of the institution and employee. Employees must receive written notification of changes in:

- Appointment type
- Length of appointment/contract
 - Ex: academic year, fiscal year, calendar year; twelve/ten/nine months
- FTE
- Position/title change or promotion

Notice Periods

There are defined notice periods for Academic Staff if employment will not continue beyond the initial written notification. Detailed notice period resources are located on the [Policies webpage](#) under the Faculty, Academic Staff, and Limited Appointment header.

Appointment Type	Notice Period
Fixed-term renewable appointment	Notice of non-renewal is required in accordance with UWSP Chapter 10.05: Notice Periods
Fixed-term no-intent to renew/terminal appointment	No notice is necessary, the appointment ends at the specified end date
Probationary	Notice of non-renewal is required in accordance with UWSP Chapter 10.05: Notice Periods
Indefinite	Notice of suspension, end of employment, or an involuntary reduction in services and compensation are conducted in accordance with UWSP Chapter 12.03: Individual Layoff Decision

Promotion and Career Progression

Professional development information for Academic Staff A and C basis is available on the Human Resources [Professional Development](#) webpage.

Academic Staff B basis (instructional) positions may access promotional information via:

- In the [University Handbook, Chapter 4B, Section 5](#)
- In personnel rules for your department for more guidelines
- On [Academic Affairs Policies webpage](#)