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|  | **CONTINUING APPOINTMENT FORM ACADEMIC STAFF** | Image result for Document VectorRehire Document1 of 2 |
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| **Purpose of the Form:** Use this form to reappoint fixed-term academic staff members if they have taught in one of the two semesters preceding the one under consideration or who have worked at least five (5) months on a 0.33 FTE appointment during the last twelve (12) months. If this academic staff member worked previously, but not within the last six (6) months, then a criminal background check is required. **What You Will Need:** A PERSONNEL APPOINTMENT FORM (PAF) MUST BE SENT WITH THIS FORM FOR PROCESSING**.** A PAF can be requested from Human Resources or from your local administrative assistant.  |
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| **CONTRACT INFORMATION** |
| **CONTRACT PERIOD** | [ ]  ACADEMIC YEAR [ ]  ANNUAL [ ]  SEMESTER ONLY [ ]  OTHER | Begin Date: MM/DD/YYYY Ending Date: MM/DD/YYYY |
| **IF OTHER” EXPLAIN:** |  |
| PRINCIPAL WORK LOCATION | [ ]  UW-Stevens Point Main Campus[ ]  UW-Stevens Point at Marshfield | [ ]  UW-Stevens Point at Wausau[ ]  Other: Click or tap here to enter text. |
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| **PERSON INFORMATION** |
| DEPARTMENT/SCHOOL/UNIT: |  | DATE:Select One | [ ]  ENTERED THE POOL | Click or tap to enter a date. |
| [ ]  SEARCH & SCREEN HIRE | Click or tap to enter a date. |
| [ ]  WAIVER | Click or tap to enter a date. |
| NAME: | Click or tap here to enter text. |
| HOME ADDRESS: |  |
| HOME TELEPHONE NO.: |  | EMAIL ADDRESS: |  |
|  |
| **POSITION INFORMATION** |
| RANK/UW SYSTEM TITLE: | *Example: Lecturer* |
| BUSINESS TITLE: | *Example: Associate Lecturer* | UW SYSTEM CODE: | *Example: TL020* |
| UWS EDUCATION CODE (A-L): | A-L | UWSP EDUCATION CODE: (1-6) | 1-6 |
| FULL-TIME BASE SALARY: | *$XX,XXX.XX* | # OF CREDITS (IF APPLICABLE): | *Example: 3* |
| ACTUAL SALARY BASED ON FTE: | *$XX,XXX.XX* | FTE OF APPOINTMENT: | *X.XX or XX%* |
| GRANT-FUNDED: | [ ]  Yes [ ]  No | PROMOTION SERIES: | [ ]  Yes [ ]  No |
| REHIRED ANNUITANT?  | [ ]  Yes [ ]  No [ ]  Unknown | *A Rehired Annuitant:** *Receives a monthly WRS annuity\*; AND*
* *Had a valid termination; AND*
* *Served the minimum required break in employment between retirement and returning to work; AND*
* *Now works for an employer covered by the WRS.*

*\*If this person received a lump sum retirement benefit, they are not considered a rehired annuitant and UWSP must enroll them in the WRS.* |
| POSITION OF TRUST | Yes No (Defined as: Having property access, financial/fiduciary duties, and all executive positions) |
| POSITION OF TRUST WITH ACCESS TO VULNERABLE POPULATIONS*For additional information, view the CBC policy* [*here*](https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/)*.* | Yes No (Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. This category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present. This category does not include faculty or instructional academic staff performing regular teaching, service, and research responsibilities unless these responsibilities include unsupervised or significant access to vulnerable populations.) |
| REASONS FOR HIRE/COURSES TEACHING: |  |
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| **APPROVED, Department Chair/Associate Dean/Unit Supervisor DATE** |
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| **APPROVED, Dean/Director DATE**  |
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| **APPROVED, Director of Human Resources DATE** |
|  |
| **APPROVED, Chancellor/Vice Chancellor/Assistant Chancellor DATE**  |
|  |
| **FOR HUMAN RESOURCES REVIEW** |
| [ ]  CHBC RECEIVED  | [ ]  CHBC PROCESSED, NO RESULTS | [ ]  CHBC PROCESSED WITH RESULTS | [ ]  INCLUDE CHBC CONTINGENCY |
| **SALARY WITHIN RANGE** | [ ]  YES [ ]  NO | **IF NO, ESR?**  | [ ]  YES [ ]  NO |
| **EDUCATION V. POSTING** | [ ]  YES [ ]  NO | **TITLE CODE/PREFIX**  | [ ]  YES [ ]  NO |
| **PAF (i.e. funding, percentages, total base salary)** | [ ]  YES [ ]  NO | **SALARY COMPUTATION FORM (if applicable)** | [ ]  YES [ ]  NO |