



Non-Retention of Academic Staff

Introduction

Academic Staff are employed for appointment periods. For 12 month employees, the appointment period is normally a fiscal year, July 1st through June 30th. For 9 month employees, the appointment period is normally an academic year, September 1st through May 31st.



Employees are hired throughout an appointment period. Thus, the first start date will be the hire date. Then, the following appointment period aligns with the above description.

Example: Employee hired on October 1, 2015, will have an initial appointment period of October 1, 2015 – June 30, 2016; consecutive appointment periods will be July 1st through June 30th.

Academic Staff are considered to continue employment unless:

- Issued a non-retention or layoff notice
- Dismissed for performance or conduct

Non-Retention versus Layoff

Non-Retention

When a non-retention is issued it is effective the day after the appointment period ends.

Example: An Academic Staff member received a renewable contract effective October 1, 2016 through June 30, 2017. So, they have an appointment period “start” date of July 1st for every year thereafter, unless notified of a non-retention in writing.

Academic Staff issued a fixed-term renewable contract may be non-renewed due to:

- Performance
- Budget
- Restructure
- Program decisions (may or may not be related to budget and/or restructure)

Layoff

A layoff is the suspension, end of employment, or involuntary reduction in services and compensation during the appointment period with notice less than the normal retention period due to budget or program decision.

Effective dates of the layoff occurs in accordance with [UWSP Chapter 12.03: Individual Layoff Decision](#).

Notice of Non-Retention

Academic Staff members receiving a renewable contract must be provided with advanced notice of non-retention in accordance with [UWSP Chapter 10.05: Notice Periods](#).

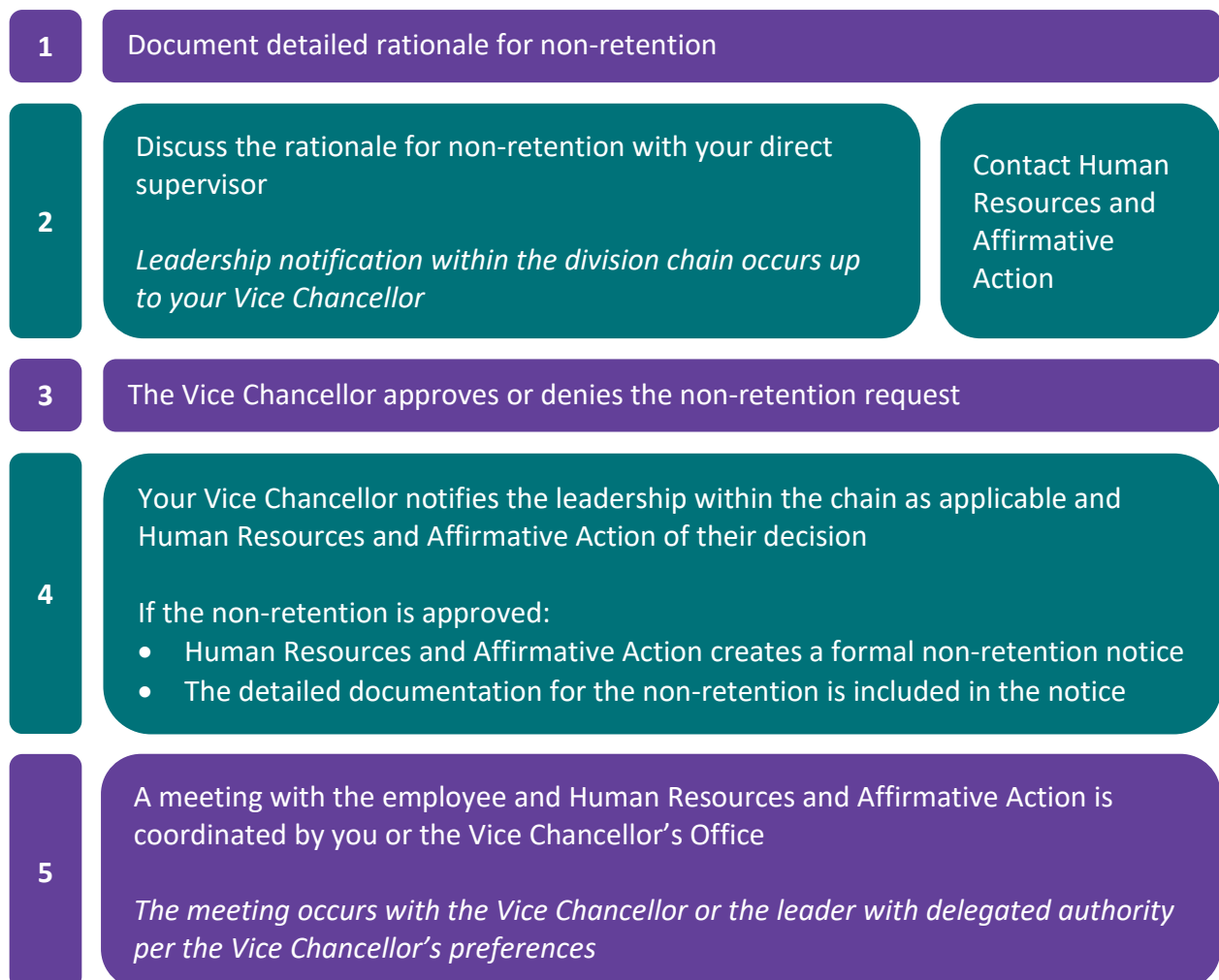
| Notice of Non-Retention Time Periods* | |
|--|---------------|
| Years of Service | Notice Period |
| 1 st – 2 nd year of service | 3 months |
| 3 rd – 7 th year of service | 6 months |
| 8 th – 10 th year of service | 9 months |
| 11 th + year of service | 1 year |

*Information is for fixed-term Academic Staff members with at least .5 FTE.



Years of service is based on the employee's anniversary hire date in the title, not years of service within the institution.

Non-Retention Procedures (Leadership conducts/initiates)



Additional Resources

[Policies webpage](#), under the Faculty, Academic Staff, and Limited Appointee section.

[Human Resources and Affirmative Action](#)

- Your department/unit's HR Specialist
- Associate Director of Human Resources and Affirmative Action
- Chief Human Resources and Affirmative Action Officer

[UWSP Chapter 10: Academic Staff Appointments](#)

[UWSP Chapter 12: Layoff of Academic Staff for Reasons of Budget or Program](#)

[Academic Staff Council](#)