appointment is not acquired solely by years of service but is the result of an affirmative review process.

The following conditions shall apply:

1. An indefinite appointment may be granted to a member of the academic staff who holds or will hold a half-time appointment or more. The time, whether full-time or proportionate, provided for in the initial indefinite appointment may not be diminished or increased without the mutual consent of the academic staff member and the appointing official.

2. Academic staff members on indefinite appointment will be evaluated annually for merit and salary before February 15.

3. An indefinite appointment shall be effective upon receipt of the appointment letter from the Chancellor. An indefinite appointment is terminable only for cause under UWS 11 or for reasons of budget or program under UWS 12.

**d. Academic Staff: Review of Performance (US 6/05)**

1) Fixed Term – Instructional and/or Research Academic Staff (IRAS)
   
   a) Performance Review
      
      The performance review of Instructional and/or Research Academic Staff will follow procedures outlined in the Departmental Evaluation Plan including the consideration of student evaluations. The Department Personnel Committee will conduct a review of performance and forward a report to the Department Chair.
      
      The performance evaluation by the Department Chair, including the Departmental Personnel Committee’s report, will be given to the staff member in writing at the same time the report is forwarded to the appropriate Dean. The staff member shall have the right to comment on the evaluation in writing within ten calendar days of receipt of the departmental evaluation. To make appropriate personnel decisions and to support the individual’s personnel record, the Department Chair’s performance evaluation and the academic staff member’s comments, if any, shall be filed in the staff member’s personnel file.
      
      The Department Chair’s performance evaluation is to be forwarded to the Dean prior to January 15 in the staff member’s first two years of service; prior to October 15 of the third through sixth years of service; and prior to February 15 for appointment to the seventh and subsequent years of service.
      
   b) Areas of Evaluation
      
      The performance review for instructional and/or Research Academic Staff shall be based on contractual responsibilities. At the written request of the staff member, the evaluation may include professional growth and appropriate service to the Department, the University, the profession, and the public.
      
      For a staff member whose contract indicates there is no intent to renew/rehire, the department may conduct a more limited review as outlined in the Departmental Evaluation Plan.

2) Fixed Term – Administrative and/or Professional Academic Staff (APAS)
   
   a) Performance Review
      
      Within the first month of each contract period, the immediate supervisor shall call a meeting with the academic staff member to review and explain work assignments and
performance expectations for the period. Performance expectations shall be determined in
the context of the areas of evaluation specified below. The performance evaluation process
shall be completed by January 15 in the first two years; by October 15 in the third through
sixth years of service; and by February 15 for appointment to the seventh and subsequent
years of service.

The supervisor shall give results of the performance evaluation to the academic staff
member in writing at the same time they are forwarded to the appropriate official. The
academic staff member shall have the right to comment on the evaluation in writing within
ten calendar days of the receipt of the supervisor’s evaluation. To make appropriate
personnel decisions and to support the individual’s personnel record, the supervisor’s
evaluation and the academic staff member’s comments, if any, shall be filed in the academic
staff member’s personnel file.

b) Areas of Evaluation

Administrative and/or Professional Academic Staff shall be evaluated on their contributions
to the development and strengthening of their respective areas of responsibility.
Professional growth and effectiveness in dealing with people in employment capacities, as
well as appropriate service to the Unit/Department, the University, the profession, and the
public shall be considered in the evaluation.

c) For a staff member whose contract indicates there is no intent to renew/rehire, the
supervisor may conduct a more limited review based only on contractual responsibilities.

3) Probationary Administrative and/or Professional Academic Staff

a) Performance Review

Within the first month of each contract period, the immediate supervisor shall call a
meeting with the academic staff member to review and explain work assignments and
performance expectations for the period. Performance expectations shall be determined in
the context of the areas of evaluation specified below. Performance evaluation process shall
be completed by January 15 in the first year of service, by October 15 in the second year of
service, and by February 15 thereafter.

The supervisor shall give results of the performance evaluation to the academic staff
member in writing at the same time they are forwarded to the appropriate official. The
academic staff member shall have the right to comment on the evaluation in writing within
ten calendars days of the receipt of the supervisor’s evaluation. To make appropriate
personnel decisions and to support the individual’s personnel record, the supervisor’s
evaluation and the academic staff member’s comments, if any, shall be filed in the academic
staff member’s personnel file.

An affirmative review process resulting in change of status from probationary to indefinite
appointment may take place at any time during the probationary period.

b) Areas of Evaluation

Probationary academic staff members shall be evaluated on their contributions to the
development and strengthening of their respective areas of responsibility. Professional
growth and effectiveness in dealing with people in employment capacities, as well as
appropriate contributions to the Unit/Department, the University, the profession, and the
public, shall be considered in the evaluation.

4) Indefinite Administrative and/or Professional Academic Staff
a) Performance Review

Annually, by February 15 the supervisor and academic staff member on indefinite appointment shall meet and review the performance of the academic staff member. The result of the evaluation shall be considered in making appropriate personnel decisions.

The supervisor shall give results of the performance evaluation to the academic staff member in writing at the same time they are forwarded to the appropriate official. The academic staff member shall have the right to comment on the evaluation in writing within ten calendar days of the receipt of the supervisor’s evaluation. To make appropriate personnel decisions and to support the individual’s personnel record, the supervisor’s evaluation and the academic staff member’s comments, if any, shall be filed in the academic staff member’s personnel file.

b) Areas of Evaluation

Members of the academic staff on indefinite appointment shall be evaluated on their contributions to the development and strengthening of their respective areas of responsibility. Professional growth and effectiveness in dealing with people in employment capacities, as well as appropriate contributions to the Unit/Department, the University, the profession, and the public, shall be considered in the evaluation.

e. Academic Staff: Reappointment – Renewals and Indefinite Appointments

1) Renewal of Appointments

a) Fixed Term – Instructional and/or Research Academic Staff

A recommendation for reappointment must include an affirmative recommendation from the Department Personnel Committee. The recommendation shall proceed through channels from the Department Chair to the Chancellor. The Department Personnel Committee and Department Chair will place in priority order, as necessary, the recommendations to reappoint the instructional members of the academic staff.

A recommendation to reappoint or not to reappoint for each instructional and/or research academic staff member must be forwarded by the Department Chair to the appropriate Dean by February 1 in the first two years, by November 1 in the third to sixth years of service, and by May 1 of the preceding year in the seventh or subsequent year of service so that proper notification can be given if the decision is not to reappoint.

If the University decides to appoint an instructional and/or research academic staff member with a current appointment of 50 percent or more after ten semesters with a minimum 50 percent or more appointment each of those semesters as an instructional and/or research academic staff member, his or her employment commitment and contribution to the University shall be recognized by offering multiple year or rolling horizon contracts whenever possible in light of the continuing need for the position, funding source, and quality of employee’s performance. However, the contract should state that regardless of how many times the contract is renewed, tenure is not a consideration and that the individual waives any claim to tenure based on years of service.

Fixed term IAS with five years in consecutive appointments of 50 percent or more of service whose appointments do not provide at least two-year terms shall be given the reasons in writing. Fixed term IAS with seven or more years of service whose appointments do not provide at least three-year terms shall be given the reasons in writing. (US 4/10)

b) Fixed Term – Administrative and/or Professional Academic Staff (APAS)