Grievance, and Review Committee shall retain jurisdiction during the pendency of any reconsideration. (US 11/88)

2) Notice of Nonrenewal (based on UWS 10.05)
   a) Notice that a fixed term or probationary academic staff appointment will not be renewed shall be given in writing to the appointee in advance of the expiration of the appointment as follows:
      (1) Fixed Term appointments
          At least three months before the end of the appointment in the first two years, six months before the end of the appointment in the third through sixth year, and twelve months thereafter. When the letter of offer for a fixed term appointment states that renewal is not intended, no further notice of nonrenewal is required. “No intent to renew” contracts shall be issued only when a position will clearly not be continued. Contracts which are subject to sources of funding or other limitations shall be offered on a contingency basis and not issued as “no intent to renew” contracts. (rev. US 5/97)
          The notice required to terminate rolling term appointments is the length of the term less one year. Notice is given annually to extend or terminate at the end of the term.
      (2) Probationary appointments
          At least three months before the end of the appointment in the first year; six months before the end of the appointment in the second year; and 12 months thereafter.
   b) Extension in the absence of proper notification
      If proper notice of nonrenewal is not given in accordance with (1) above, the appointment shall be extended so that at least the required notice is provided.

g. Academic Staff: Promotion
   1) Academic Staff Title Structure – Definitions
      The following are definitions of prefixes within the UW System Academic Staff Title Structure and additional criteria developed by UW-Eau Claire. Departments and offices may add criteria such as academic degrees or other relevant requirements specific to the unit. Such additions must be approved by the Chancellor and forwarded to the Academic Staff Personnel Committee for comment.
      a) Administrative and/or Professional Academic Staff (Category A)
         (1) Professional Prefix Definitions
            Four prefixes are defined for most Category A academic staff professionals. Prefix levels reflect successfully greater experience, expertise, and applied ability in a particular specialty area. Although the typical professional academic staff member will show career advancement through the Associate, No Prefix, and Senior prefix levels, Hayes/Hill, Inc. saw “the need for a superstar category stressing peer recognition both within and outside the institution as one of the key criteria. We would generally expect that a person in the superstar category would have at least ten or more years of progressively responsible experience in their field.” Consistent with Hayes/Hill’s original intent to reserve a prefix level “for the truly exceptional performers,” the Distinguished prefix is defined below.
            Distinctive prefix levels are defined for Academic Librarian and Special Librarian to accommodate program management and/or supervisory responsibilities which are otherwise treated separately.

            | Professional Prefix | Professional Prefix Definition |
            |--------------------|-------------------------------|

**Associate**

At this level, a professional is expected to perform at the entry level of proficiency. This includes performing all or any of the basic duties and functions as defined for the specialty or by the level of certification or licensure.

**No prefix**

An individual at this level performs those duties and responsibilities expected of a fully competent professional. Typically, such duties and responsibilities require knowledge and skills gained only through considerable experience. A fully competent professional works independently in applying the approaches, methods, and techniques of his or her profession and is active in developing or assisting in the development of new approaches to resolving problems. Typically, one to three years in the position or in a comparable position are required to achieve this level of professional work.

**Senior**

A professional at the senior level performs program functions at a level of proficiency typically requiring advanced knowledge and skills and extensive experience gained through employment at UW-Eau Claire and/or other educational settings. At this level the professional has a consistent record of exemplary performance. A senior professional is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected, or complex situations. At this level, a professional can be expected (but not required) to guide or train other professionals within or outside of their work unit or to oversee their work. (US 12/92, 3/15)

Effectiveness in the position; contributions to the development and strengthening of the areas of responsibility; professional growth; and service to the University, the profession, and the public will be considered in the decision regarding assigning the Senior prefix. A minimum of seven years in the position or in a comparable position is required to attain the Senior prefix. An employee may apply for promotion during their seventh year of employment for implementation at the start of their eighth year of employment. (US 3/15)

**Distinguished**

A professional at the distinguished level performs at a level of proficiency typically requiring extensive experience (a minimum of ten years in the position or in a comparable position) and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his or her peers and through a reputation which extends beyond UW-Eau Claire. A distinguished professional is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected, or complex situations. At this level, a professional can be expected to guide or train other professionals or to oversee their work.

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(2) **Program Manager Prefix Definition**

Three function level designations are available for the Program Manager title. Function levels reflect differences in the complexity of the program(s); differences in the degree of supervision that may be required to manage programs of different sizes and complexity; and other factors. The determination of the appropriate level will be based on the rating of the position using the Title Evaluation Instrument. The general career progression standards applicable to titles in the professional category will not apply to titles in the program manager category.

(3) **Director Series Prefix Definition**
### Director Prefix Definition

**Assistant**

An Assistant Director manages a subunit of a major department and reports to a Director or Associate Director, supervises three or more staff members excluding his or her personal secretary, develops and recommends an annual unit budget, and develops or assists in developing and recommending policy to the Director.

An Assistant Director is responsible for the day-to-day administrative management and policy implementation activities of an administrative unit. The role of an Assistant Director is primarily supervisory and managerial as contrasted with a Program Manager whose primary responsibility is direct service delivery and whose job is largely non-supervisory.

**Associate**

An Associate Director assists in directing the administrative and policy development and implementation endeavors of a major administrative unit under the general supervision of the Director. An Associate Director acts on behalf of a Director (no prefix) in his or her absence. Typically, there is no more than one Associate Director per unit.

An Associate Director title is typically defined in units of sufficient size and scope of responsibility such that secondary decision making must be shared with or allocated to an Associate Director.

**No prefix**

A Director (no prefix) directs all the administrative policy development and implementation endeavors of a major administrative unit.

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b) Instructional and/or Research Academic Staff (Category B)

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<thead>
<tr>
<th>Lecturer Prefix</th>
<th>Lecturer Prefix Definition</th>
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<tr>
<td><strong>Associate</strong></td>
<td>An Associate Lecturer is one who independently teaches a course(s) subject to broad guidelines describing the scope of the subject matter to be taught and the topics to be covered. Effective classroom delivery, testing, and grading are the primary duties expected of lecturers at this level.</td>
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<tr>
<td><strong>No prefix</strong></td>
<td>A Lecturer at this level has experience with a minimum of two years full-time equivalency (FTE) or comparable position and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. However, the specific topics to be covered and the degree of topic emphasis are left to the independent judgment of the (No Prefix) Lecturer. At this level, a Lecturer may be involved in various instructional related activities. These may include undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum development, participating in departmental outreach programs, or other instructional activities (US 4/12)</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
<td>A Senior Lecturer has subject matter expertise in an academic discipline. A Lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. It is expected that the Senior Lecturer will independently select, develop, and organize course content and instructional materials and approaches. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of the individual holding this title. In addition, a Senior Lecturer has extensive teaching experience with a minimum of five years full-time equivalency (FTE) in the Lecturer position or in a comparable position of which at least two such years were served at UW-Eau</td>
</tr>
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Claire. An employee may apply for promotion during the year in which they will complete the minimum years of full-time experience for implementation at the start of the following academic year. (US 4/12, 3/15)

Exceptions to these minimum requirements may be made when it is believed that the Lecturer’s performance and contributions merit promotion. (US 5/08)

2) Academic Staff Title Structure – Promotion Procedures
   a) Procedures for Promotion Through Prefix Change for Administrative and/or Professional Academic Staff (AS 5/11)
      (1) A written request for consideration for promotion may be initiated by an academic staff member and must be submitted to the immediate supervisor by October 15 with a copy of the request being sent to the Unit Director or functional equivalent. The immediate supervisor may also initiate the promotion process. Recommendations for promotion shall be forwarded from the immediate supervisor to the Chancellor through the following review levels: the Unit Director, the Associate Vice, Vice Chancellor, and the Provost and Vice Chancellor. (US 3/15)
      (2) Requests for promotion shall be reviewed by the immediate supervisor. He/she shall inform the academic staff member in writing as to whether or not a recommendation supporting promotion will be forwarded. Recommendations for promotion and supporting documentation must be forwarded to the Unit Director by December 1. Recommendations supported by the Director shall be forwarded to the Vice Chancellor by December 15.
      (3) Recommendations and documentation shall be forwarded through each successive level of administrative review along with the recommendation of the reviewing official. The Chancellor shall inform the candidate of his/her recommendation on or before March 15.
      (4) If a request or recommendation for promotion is not supported at any level, the official not in support shall, in a timely manner but no later than March 15, provide the previous reviewers, the immediate supervisor, and the employee with a written notification of and the reasons for the decision not to support. The immediate supervisor shall discuss the steps the individual may take to pursue promotion in the future.
      (5) Those academic staff members whose recommendations for promotion are not supported may reactivate the request in a subsequent year.
   b) Procedures for Promotion Through Prefix Change for Instructional and/or Research Academic Staff
      (1) A written request for consideration for promotion may be initiated by an academic staff member and must be submitted to the Department Personnel Committee by October 15 with a copy sent to the Department Chair. The Department Personnel Committee or the Department Chair may also initiate the promotion process. Recommendation for promotion shall be forwarded from the Department Personnel Committee to the Chancellor through the following review levels: Department Chair, Dean, and the Provost and Vice Chancellor. (3/15)
      (2) Requests for promotion shall be reviewed by the Department Personnel Committee, which shall inform the academic staff member in writing as to whether or not a recommendation will be forwarded. The Department Personnel Committee’s recommendations for promotion and supporting documentation must be forwarded to the Department Chair by December 1. Recommendations supported by the Department Chair shall be forwarded to the Dean by December 15.
      (3) Recommendations and documentation shall be forwarded through each successive level of administrative review, along with the recommendation of the reviewing official, in a timely fashion. The Chancellor shall inform the candidate of his/her recommendation on or before March 15.