

## Academic Staff Policies & Procedures

### UWPA 6

#### PROMOTION TO INDEFINITE APPOINTMENT

6.01 REVIEW CONFERENCE. A decision on indefinite appointment shall be made no later than the end of the sixth year of probationary service for those employed 50% or more. The supervisor shall notify a probationary academic staff member in writing at least 30 days prior to the review conference at which promotion to indefinite appointment will be considered. The academic staff member may review his/her official personnel file, may submit additional written material, and may also make a personal presentation. The meeting at which the presentation is made shall be closed unless an open meeting is requested by the academic staff member. The appropriate performance criteria listed in UWPA 4 shall be used in the review conference and promotion decision.

6.02 SUPERVISOR RECOMMENDATION FOR INDEFINITE APPOINTMENT. The recommendation of the supervisor as to promotion to indefinite appointment shall be forwarded to the appropriate hiring authority with a copy to the academic staff member within five working days of the review conference specified in UWPA 6.01. If the recommendation forwarded would result in non-renewal, the appropriate hiring authority must follow the procedures outlines in UWPA 5.04.

6.03 SENIOR ADMINISTRATOR ACTION ON RECOMMENDATION FOR INDEFINITE APPOINTMENT. Upon receipt of the recommendation from the supervisor, the appropriate hiring authority shall seek the advice of the Academic Staff Title Review Committee. The committee shall review the recommendation with the view of maintaining the professional nature of the academic staff. The appropriate performance criteria listed in UWPA 4 shall be the primary basis of the review and promotion decision. The findings of the Academic Staff Title Review Committee shall be reported in writing to the appropriate hiring authority within 30 working days of the receipt of request for advice. These findings shall accompany the recommendation of the appropriate hiring authority when forwarded to the chancellor with a copy to the academic staff member. If the appropriate hiring authority decides not to forward a recommendation for indefinite appointment to the chancellor, he/she shall notify the chairperson of the Academic Staff Title Review Committee, with a copy to the individual involved, of the decision within 10 working days of the receipt of the recommendation. If the academic staff member within five working of receipt of the copy requests written reasons, the appropriate hiring authority shall respond to the request within five working days of receipt of the request. If the appropriate hiring authority's decision results in non-renewal, he/she shall inform the academic staff member in writing of the effective date of the non-renewal and of the academic staff member's rights to written reasons under UWPA 5.04 and/or appeal under procedures outlined in UWS 10.04 and UWPA 5.05.

6.04 CHANCELLOR ACTION ON RECOMMENDATION FOR INDEFINITE APPOINTMENT. Upon receipt of the recommendation from the appropriate hiring authority, the chancellor shall inform the academic staff member in writing of the decision regarding his/her promotion to indefinite status. However, if the chancellor's decision results in non-renewal, the academic staff member shall be informed in writing by the chancellor, within 30 working days of receipt of the recommendation, the date of non-renewal, and his/her rights to written reasons and/or appeal under UWS 10.04 and UWPA 5.04 and 5.05. If the academic staff member, within five working days of written notification of non-renewal, requests reasons in writing, the chancellor shall respond to the request in writing using the procedures in UWPA 5.04. The decision of the chancellor regarding promotion to indefinite status is final with no appeal.

Approved by the Academic Staff Committee, October 12, 1982, and Revised June 9, 1986, March 7, 1991, June 12, 2007, January 7, 2009.