

REQUEST FOR EXCEPTION TO ACADEMIC STAFF RULE ON MULTIPLE YEAR CONTRACTS

UW-Stout 10.03 (See reverse side for important notes and process)

Name: _____ Dept: _____
(Full Name of Person to be Employed) (Employing Dept)

School/Unit: _____ Acct No: _____

Date Current Contract Ends: _____

First Contract Date in Present Position: _____
(Completed by Human Resources)

EMPLOYMENT HISTORY (To be completed by department. Show earliest year employed first. If employed for only part of any year, so indicate. All years must be included. Attach a separate page if necessary.)

Year	Percent Employed	Academic Staff Title	Job Function
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

One year-Academic One year-Annual Other _____
 Two year-Academic Two year-Annual (inclusive dates)

RATIONALE FOR REQUEST: (Rationale must be attached to the exception form; forward to Dean/Division Head.)

I have discussed this request and rationale with the individual concerned.

Signed: _____ Date: _____
(Dept Chair/Supervisor)

ACADEMIC STAFF MEMBER: (Return to Chair/Supervisor)

I have discussed this request and rationale with my supervisor. Signature does not necessarily imply concurrence.

Signed: _____ Date: _____
(Academic Staff Member)

DEAN OR UNIT HEAD APPROVAL: (Forward to Human Resources Office, if approved)

Approved: _____ Date: _____
(Dean/Unit Head)

(Human Resources Forwards to Academic Staff Committee)

RECOMMENDATION OF ACADEMIC STAFF PERSONNEL COMMITTEE: (Append additional page if needed; forward to Division Administrator)

____ Committee Concur Signed: _____ Date: _____
(Academic Staff Personnel Committee Chair)
____ Committee Does Not Concur

DIVISION ADMINISTRATOR'S FINAL DECISION: (Personnel Office will assist in informing Dean, Supervisor, Academic Staff Personnel Committee, and individual of final decision.)

____ Approved
____ Not Approved
____ Modify as Noted Signed: _____ Date: _____
(Division Administrator)

PROCESS

FOLLOWING IS THE RULE THAT PERTAINS TO THIS PROCESS: (See Faculty, Academic Staff, and Limited Appointees Handbook - <http://www.uwstout.edu/hr/unclasshandbook/unclasshndbktoc.htm>)

UW-STOUT RULE 10.03 (1) (b) Commencing with the fourth year, the contract offered to an individual serving in the same position will be a fixed term rolling horizon contract of two years duration. A review shall be done annually to determine whether the individual shall be offered a new two-year term contract. If substantial reasons exist for renewal of fixed term contract not in accordance with the criterion described above, the department or functional equivalent shall document the rationale and submit the report to the individual and to the Academic Staff Personnel Committee. The Academic Staff Personnel Committee shall review the report and make recommendations to the Division Administrator concerning the adequacy of the departmental rationale. The Division Administrator shall notify the individual involved of the final decision. (The rule for 3-year rolling horizon contracts is essentially the same. See UW-Stout Rule 10.03 (1) (c).)

EXCEPTIONS:

Exceptions to the above rule may be considered for reasons, which include (but are not limited to) the following:

1. A one-or-two year contract required because grants or self-sustaining funding sources are not assured beyond that period. Academic staff employed as a result of long-term grants may, however, be offered contracts for the years within the grant period and nothing precludes their being hired indefinitely on grant contracts.
2. The position will continue for only one or two more years. This reason can be used only once.
3. A probationary/indefinite contract can be granted for an instructional academic staff position as an exception when the position requires instruction in a highly sophisticated or specialized area in which expertise is more likely to be gained by industry experience than by academic preparation.

PROCESS FOR REQUESTING AN EXCEPTION:

1. Department chairperson (or supervisor), in consultation with appropriate personnel committee, completes the form and signs it. A rationale must be appended to the request form. It is then discussed with the Academic Staff member who must sign it. The form is then sent to the Dean or unit head. Process will follow normal administrative structure.
2. Dean or unit head, if he/she recommends approval of the request, signs and forwards completed form to the Human Resources Office.
3. Human Resource Office forwards completed form to the Academic Staff Personnel Committee Chairperson and sends a copy to the individual concerned.
4. Academic Staff Personnel Committee Chairperson calls meeting of committee to review request. Academic Staff Personnel Committee formally notifies individual concerned and department of right to provide information to the committee.
5. Committee makes recommendations to Division Administrator concerning adequacy of rationale.
6. Division Administrator reviews all input and makes final decision on request, and notifies the individual and all approval levels involved. The Human Resources Office will provide program support for such notification.