MEMORANDUM

TO: Department Chairs/Directors

FROM: ______________________, Dean or Director

DATE: ________________

RE: Consideration of your Academic Staff for Indefinite, Rolling-Horizon, and Multiple-Year Appointments – Action Required

Please review your unit’s academic staff (those with at least five years of service) on the attached list for the possibility of providing an increased level of job security. This does not preclude you from reviewing individuals with less than five years of UW-Madison service.

Using the attached Guidelines and Job Security Codes chart, you need to do the following:

1) review those individuals on the list for increased job security
2) record one code for each person on the list
3) update IADS, as needed (department or division)
4) return one completed report to [HR representative] by [date].

Your role in promoting job security for academic staff members is pivotal. Our division human resources representative, [name], is available to advise and assist your department in making these decisions. Ultimately, however, the recommendation for a change for an individual rests with you.

Academic staff members play vital roles at UW-Madison and extended appointments that provide increased job security are one of the few ways to recognize their contributions, especially in times of no pay plan increases and furloughs. Your support is most crucial in rewarding these valued staff. Thank you for your support.

Enclosures

(Report of academic staff with at least 5 years of UW-Madison academic service)
(Guidelines for Review of Long-Term Academic Staff for Increased Job Security)
(Job Security Codes chart)