

FACULTY RETENTION DATES FOR 2009-2010 ACADEMIC YEAR

Faculty Group	Information & List of 1st Year Faculty Sent to Chairs, Deans, by HR Services on behalf of the Provost		Department Review sent to Dean and, HR Services for P-File (no contract results)		PLEASE NOTE: First year faculty hired for the 2009-2010 academic/annual year have an <u>initial 2 year appointment</u> (Approved by Dean's Council, Provost, HR Spring 2008)					
1st Year	2/1/10 1 st Monday in February		4/12/2010 2 nd Friday April		Spring Semester of Year 1 faculty members are reviewed by the department with written report to the Dean forwarded to HR for the faculty member's official file. <u>No contract is based on this review.</u>					
Faculty Group Under Review	Data to Deans (sent by HR)	Department Recommendation & Documents Electronically to Dean	Deans Load D2L Documents, including Dean's letter (for HR & PVC)	HR Delivers summary to PVC (PVC to Chancellor 2/16/2008)	PVC decisions delivered to HR (Chancellor for 3-6)	HR letter to sign delivered to PVC	PVC returns signed letters to HR (Chancellor and PVC sign tenure letters)	HR sends letters out on or before deadline	Required Notification Date (deadline source)	Contract can be:
2nd Year	10/2/09 1 st Friday in October	11/6/09 1 st Friday in November	11/20/09	11/25/09	12/1/09 1 st Tuesday in Dec.	12/7/09 1 st Monday in Dec.	12/10/09 2 nd Thursday in Dec.	12/15/09 December 15th	Dec 15 th UWS 3.09	<ul style="list-style-type: none"> • 2 year appointment; • 1 year appointment; • 1 year <u>terminal</u> appt. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Ends with 2009-2010 contract
Faculty Group Under Review	Data to Deans (sent by HR)	Department Recommendation & Documents Electronically to Dean	Deans Load D2L Documents, including Dean's letter (for HR & PVC)	HR Delivers summary to PVC (PVC to Chancellor 2/16/2008)	PVC decisions delivered to HR (Chancellor for 3-6)	HR letter to sign delivered to PVC	PVC returns signed letters to HR (Chancellor and PVC sign tenure letters)	HR sends letters out on or before deadline	Required Notification Date (deadline source)	Contract Letter is for the year of:
3-6th Years	10/2/09 1 st Friday in October	12/11/09 2 nd Friday December	1/8/10 2 nd Friday January	1/14/10 3 rd Friday January (1 day early due to campus furlough day)	2/12/10 2 nd Friday Feb.	2/19/10 3 rd Friday in Feb.	2/26/10 4 th Friday in Feb	3/1/10 On or about February 28th	2 yr notice UWS 3.09	2011-2012 If tenure is granted, it is effective July 1, 2010

EVIDENCE OF EARNED/CONFERRED DEGREE

New hires with a Memorandum of Agreement (MOA) indicating they will be placed in a tenure-track faculty position when they have provided evidence of the completion of their terminal degree to the HR office at UW-L, can do so by providing official transcripts showing the degree has been conferred by the start of the academic year as is the current practice. New this year is an alternative that will be accepted provided all the requirements and deadlines listed below are met.

Effective from the 2007-2008 academic year, new hires with an MOA as outlined above can provide alternative evidence of earned degree when their degree-granting institution cannot provide official transcripts at time of completion of the degree. Alternative evidence that will be accepted by UW-L, pending arrival of the official transcripts by the deadlines indicated in this document and the Retention Chart, shall consist of an official letter meeting the following requirements:

1. It must be from the Registrar of the institution conferring the degree
2. It must be written on official letterhead of the institution and the Registrar's Office
3. It must be an original letter—photocopies will not be accepted
4. It must be signed by the registrar (no name stamps)
5. It must specify the degree that has been earned (for example, Ph.D. in Physics)
6. It must specify the name of the person earning the degree
7. It must indicate that ALL requirements for the degree were completed by the candidate—no requirements are outstanding/left to be completed by the employee
8. It must indicate the date by which official transcripts will be printed and sent to UW-L to this address:

University of Wisconsin-La Crosse
ATTN: Jennifer Wilson, Human Resources
1725 State Street
La Crosse, WI 54601

9. It must provide contact information for the registrar—phone, address, email—by which they may be contacted if needed

EADLINES: These deadlines are absolute. Meeting them is the sole responsibility of the employee.

all semester--Last Friday of October, 4:30 PM.

- Evidence of earned degree must be delivered to HR in order for the employee to be tenure-track faculty for the Fall Semester and to be evaluated as 1st year faculty member in that academic year.
- **Official transcripts** confirming degree has been conferred must be **file with HR by 4:30 PM the last day of the official academic year** as listed in the academic calendar.

pring Semester—Last Friday of February, 4:30 PM.

- Evidence of earned degree must be delivered to HR in order for the employee to be tenure-track faculty for the Spring Semester.
- The employee who meets this deadline will be given an initial 1 ½ year contract as a tenure-track faculty (for that spring semester and the following academic year) and will be evaluated as a first year faculty member with following academic year's 1st year faculty and will move through retention with that group of probationary faculty.
- **Official transcripts** confirming degree has been conferred must be **on file with HR by 4:30 PM by the second Friday of the following August.**

RESPONSIBILITY:

- **Employee** is solely responsible to meet these requirements for evidence as specified and within the deadlines.
- **Chair and Dean** are responsible to communicate these requirements to the potential employee/new hire.
- **HR** is responsible for including these specifications in the MOA, tracking receipt of the evidence of degree and official transcripts, and to communicate with the chair, dean and provost if the deadlines are not met so they can take appropriate action, up to and including non-renewal of the employee's contract with UW-L.

source/Authority for this action: Approved by Dean's Council, Provost/Vice Chancellor and Human Resources Executive Director for 2007-2008 year and thereafter.