



March 27, 2006

TO: HR Reps

FROM: Ann Lamboley  
Academic Personnel Office

RE: ASPP change Chapter 2.04.6 - Termination During the Evaluation Period

In notifying your departments and units of the ASPP changes, effective March 10, 2006, I recommend that you call special attention to the new requirement of obtaining the approval of the dean, director or designee, prior to terminating an academic staff member during evaluation. Individual employers need to be informed as soon as possible to be in compliance with this termination during evaluation policy and procedure change.

Thank you for your attention to this matter.

**Office of Human Resources**

166 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706-1380  
608/263-6561 FAX: 608/262-5203 <http://www.ohr.wisc.edu>