

## ATTACHMENT 1

### Summary of Changes to *Academic Staff Policies and Procedures (ASPP)* Effective 3/10/06

#### 1.03 Definitions

- ◆ Clarifies “Budget or Program Decision”
- ◆ Adds definition of previously undefined term: “employing unit”
- ◆ Explains that “funding loss” decisions are made outside the University
- ◆ Simplifies the language of the “operational area” definition and explains that one or two semesters worked in an academic year counts as one year for purposes of determining the length of nonrenewal or layoff notice required

**2.01** Allows information to be transmitted in any sort of letter or memo; it might not be a letter of reappointment or appointment.

**2.02** Allows departments to provide urls for ASPP and UWS instead of the printed documents – will result in significant savings.

**2.04** Removes the requirement for evaluations of staff on terminal appointments. Requires approval of the dean, director, or designee in order to terminate the appointment during the evaluation period.

**2.04.1** Retains the 12-month limit on periods of evaluation but allows for suspensions of the evaluation period.

**2.04.2** Removes the requirement for a midpoint evaluation because of lack of consequences for failure to do one.

**2.04.3** Explains when suspension of evaluation periods occur i.e., during periods of leave without pay, sick leave use or FMLA use if they exceed 20 working days.

**2.04.4** Only a numbering change.

**2.04.5** Only a numbering change.

**2.04.6** Requires the approval of the dean, director, or designee before an employee can be terminated during the evaluation period; requires that the employee be given the reasons.

**2.04.6 (old number)** Deleted because leaves of absence are covered in 2.04.3.

- 2.05** Allows an employee to receive reasons if new *or increased* job security is not offered.
- 2.06** Clarifies that approval by an Area Review Committee is not required when a new employer is willing to continue a previously granted indefinite appointment.
- 2.09** Same as 2.06.
- 3.06** Reorganizes the section for clarity and consistency with ASPP Chapter 5.05; no new language added.
- 3.07.2** Specifies that the dean or director receives copies of an appeal when it is sent to the Appeals Committee and that the dean or director is obligated to provide copies of the request to the employing department and the employee's supervisor.
- 3.07.7** Specifies that the employee selects the representative(s).
- 3.08** Allows joinder for nonrenewals as well as layoffs.
- Chapter 4 title:** Clarifies that the chapter does not apply to employees in their period of evaluation, only to employees with probationary appointments.
- 4.03.2** Specifies that the dean or director receives copies of an appeal when it is sent to the Appeals Committee and that the dean or director is obligated to provide copies of the request to the employing department and the employee's supervisor.
- 4.03.7** Specifies that the employee selects the representative(s).
- 5.01** Refers the reader to the definitions of terms.
- 5.05** Separates the basis of appeals from the appeals process and imports some language from ASPP Chapter 3.06 for consistency.
- 5.06** Renumbers the subchapter.
- 5.06.4** Specifies that the dean or director receives copies of an appeal when it is sent to the Appeals Committee and that the dean or director is obligated to provide copies of the request to the employing department and the employee's supervisor.
- 5.06.8** Specifies that the employee selects the representative(s).
- 5.07** Renumbers the subchapter.
- 5.08** Renumbers the subchapter and removes the extraneous word "purely."
- 5.09** Renumbers the subchapter and uses the correct term "referral priority."

**6.03** Allows for a delay in scheduling the personal presentation to the dean.

**6.03.3.a** Specifies that the dean or director receives copies of an appeal when it is sent to the Appeals Committee and that the dean or director is obligated to provide copies of the request to the employing department and the employee's supervisor.

**6.03.3.a.ii:** Specifies that the employee selects the representative(s).

**7.01** Recognizes the Ombuds Office.

**7.02.1** Specifies that the dean or director receives copies of an appeal when it is sent to the Appeals Committee and that the dean or director is obligated to provide copies of the request to the employing department and the employee's supervisor.

**7.02.3.b** The change makes the language consistent with that in 7.02.3.a

**10.03** Suggests that academic staff with supervisory roles be reviewed as supervisors.