



March 28, 2007

TO: Academic Deans (a)

FROM: Patrick Farrell, Provost and Vice Chancellor for Academic Affairs

RE: UW-Madison Policy on Summer Appointments in Excess of 2/9 of the Academic Year Rate

As you make summer commitments, the attached policy (Unclassified Personnel Policies and Procedures [UPPP], Chapter 11.02) may be a useful reference. It applies to all employees on an academic year (9-month) appointment. As indicated in the policy, the Board of Regents requires that any employee receiving more than 2/9 salary during a summer appointment must obtain prior approval from the employee's Dean or Director. A report is required that lists all employees who are receiving more than 2/9 salary during a 2007 summer appointment. This list should include those whose requests have been approved by the Dean or Director and also those whose requests required advance approval from this office.

Please bring the policy statement to the attention of departments that are affected. The school/college report should be sent to the Academic Personnel Office, 166 Bascom Hall, **before October 1**. The form is available on the web at <http://www.ohr.wisc.edu/Forms/OverTwoNinths.htm>.

Please ask your staff to enter all summer appointment information into the appointment system if possible.

Attachments

(Ch. 11.02 - policy statement) <http://www.ohr.wisc.edu/polproced/UPPP/1102.htm>
(Over Two-Ninths form) <http://www.ohr.wisc.edu/Forms/OverTwoNinths.htm>

xc: Director Steve Lund
Department Chairs (c)
Personnel Representatives (n)

Office of the Provost and Vice Chancellor for Academic Affairs

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