



To: Deans, Department Directors/Chairs and Center Directors

From: The University Committee

Date: May 13, 2014

Re: Rule waivers for dual role appointments for academic staff

The purpose of this memorandum is to outline the operational policy and procedure for dual role academic staff appointments in the University. A dual role academic staff appointment is one in which an academic staff member holds a full-time appointment in one role and subsequently, is appointed to a second role. For example, an academic staff member holds a "Scientist" appointment. This appointment represents a "research" role. Later, it becomes apparent that the Scientist has unique qualifications to teach a course or courses. This appointment represents a "teaching" or instructional role. In this example the dual role is teaching and research. Such appointments require University Committee rule waiver approval (see FPP 1.02B, 1.03A, 8.02).

With this memo the University Committee reiterates its willingness to hear requests for rule waivers for academic staff members to take on a second area of responsibility, particularly in the case of those who have the ability to serve a unit's teaching mission. If units can show a demonstrated need, and can ensure that in waiving the rule they are able to maintain a clear distinction between faculty and academic staff responsibilities, the University Committee will consider waivers for a period of up to three years, and will consider requests for the renewal of rule waivers in the case of academic staff who take on dual roles.

### **Background**

The university is at once experiencing shrinking faculty resources and other financial challenges at every level of the organization while, at the same time, experiencing demand for expanding its instructional efforts (including use of new delivery techniques) to both enhance the learning experiences of traditional students and to reach a broader spectrum of non-traditional students. These expanded activities will help us better serve students and connect practical state-of-the-art technology to classroom instruction. Expanded instructional activities require increased numbers and experiences of instructors. Among the talented academic staff already on the campus, there are

University Committee

University of Wisconsin-Madison 133 Bascom Hall 500 Lincoln Drive Madison, Wisconsin 53706  
608/265-4562 [www.secfac.wisc.edu](http://www.secfac.wisc.edu)

certainly some excellent teachers who may be able to provide departments and units great strength in teaching.

Faculty Policies and Procedures (FPP) are clear that tenure-track and tenured faculty roles are teaching, research, and service (outreach). Further, as defined in FPP academic staff appointments are grounded in only one of the three faculty roles; research or teaching or service. As a result, a waiver is needed to grant an academic staff member, whose principal role is in one area, a dual role, so that they can undertake responsibilities in another area. If the UC agrees that a strong case has been made that an academic staff member agrees to contribute to the department's mission in a second area, and that there is a demonstrable need for it, the UC typically grants a one-time waiver.

The University Committee wishes to ensure that the distinction between faculty – whose responsibilities include instruction, research, outreach, and administration – and academic staff – whose responsibilities typically are limited to one of those areas – remains clear. At the same time, it wishes to provide departments and units the ability to make the best use of the talented members of their academic staff, particularly in their teaching mission, should there be a demonstrated need.

### **Procedure**

To request a multi-year dual role rule waiver, submit the following to the Secretary of the Faculty:

1. Academic staff's job description prior to rule waiver.
2. A letter from the department chair describing:
  - a. Reason for the rule waiver
  - b. Identify whose position, if any, the academic staff member will replace
  - c. Expected length of time that the waiver will be in place (one semester, or one year, or more than one year, up to three years)
  - d. How the department will address the problem that it is solving through the dual appointment once the term of the waiver is complete
  - e. What are the sources of funding for the position (for example, 101, 133, 144), and how their total percentage effort is spent – research, teaching – relative to those funds.
3. A letter from the academic staff member demonstrating their willingness to take on the new responsibility.