

**The University of Wisconsin System  
UPS OPERATIONAL POLICY: HR 2**



**SUBJECT:** Appointment Terms and Designation of Positions

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**Original Issuance Date:** July 1, 2015

**Last Revision Date:**

**1. POLICY PURPOSE:**

The purpose of this policy is to provide a general reference for position categorization.

**2. POLICY BACKGROUND:**

[Chapter 36](#) of the Wisconsin Statutes sets forth the right and obligation of the UW Board of Regents to create and maintain a system of human resources for the UW institutions. Wisconsin Administrative Code Chapter [UWS 1](#) sets forth the definitions for Academic Staff and Faculty. Wisconsin Administrative Code [UWS 3](#) sets forth faculty appointment types.

[Wis. Stat. § 36.115\(2\)](#) requires the Board of Regents and the UW-Madison chancellor to develop personnel systems that are separate and distinct from the personnel system under Wis. Stat. [Chapter 230](#). [Wis. Stat. s. 36.115\(4\)](#) further obligates the creation of a civil service system.

Effective July 1, 2015, this operational policy provides the definitional framework for employee categories for all employees at UW System institutions.

**3. POLICY DEFINITIONS:**

Please see UPS Operational Policy [GEN 0: General Terms and Definitions](#) for a list of general terms and definitions.

**Definitions specific to this policy:**

**“Academic staff”** as defined in [Wis. Stat. § 36.05\(1\)](#) means professional and administrative personnel with duties and appointment types that are primarily associated with higher education institutions or their administration but does not include faculty or university staff. Generally, academic staff are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Wisconsin Administrative Code [UWS 10](#) directs each institution to develop guidelines for designating academic staff positions as fixed term, probationary or indefinite appointments.

**“Employees-in-Training”**, authorized as “Other appointments” under [Wis. Stat. § 36.19](#) and [Wis. Adm. Code UWS 16.01](#) means personnel that are acquiring additional training or experience in their field of specialization, in such titles as Postdoctoral Fellow and Postgraduate Trainee. These

appointments are not subject to the provisions of Wis. Stat. §§ [36.13](#) and [36.15](#) and [chs. UWS 1 to 15](#). Policies and procedures for such appointments shall be determined as appropriate by the president or chancellor of each institution after consultation with appropriate faculty and with appropriate student assistants and employees in training.

“**Faculty**” as defined in [Wis. Stat. § 36.05\(8\)](#) means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution, and such academic staff as may be designated by the chancellor and faculty of the institution.

Wisconsin Administrative Code [Chapter UWS 3](#) Code requires the faculty of each institution, after consultation with appropriate students and with the approval of the chancellor, to develop rules relating to faculty probationary and tenure appointments.

“**Limited appointment**” as defined under [Wis. Stat. § 36.17](#) and [Wis. Adm. Code UWS 15.01](#) means a special appointment to a designated administrative position, the holder of which serves at the pleasure of the authorized official who made the appointment. Certain positions must be designated as limited appointments under [Wis. Stat. § 36.17\(2\)](#), while others may be designated by the employer as limited appointments at the time of the appointment.

Generally, a limited appointee has no minimum notice period rights should he or she be terminated. If the limited appointee holds a concurrent appointment in the faculty, academic staff or university staff service, the appointee has no minimum notice rights but does have the right to assume the concurrent appointment without a separation in service.

“**Student Assistant**” authorized as “Other appointments” under [Wis. Stat. § 36.19](#) and [Wis. Adm. Code UWS 16.01](#), means graduate students who hold a fellowship, scholarship or traineeship; hold an appointment which is intended primarily to further the education and training of the student; are employed to assist with research, training or other academic programs or projects; and/or have been assigned teaching responsibilities in an instructional department under the supervision of a faculty member. Student Assistant titles may be available to undergraduate students when no qualified graduate student is available to perform a function that would normally be assigned to a graduate student; or when the terms of a supporting grant or contract preclude the use of other normally appropriate titles.

“**University staff**” means the university workforce who contribute in a broad array of positions in support of the University’s mission. University staff are generally not exempt (e.g. hourly) from the overtime provisions of the Fair Labor Standards Act (FLSA).

[Note: All FLSA exempt employees holding positions in the State of Wisconsin “classified” service as of June 30, 2015 will be given the choice to remain in the university staff for as long as they retain their existing positions, or to voluntarily be reassigned to a position that the institution has designated as either an academic staff or limited appointment position - see [UPS Operational Policy TR 3: Voluntary Reassignment](#).]

University staff appointments may also be made on a temporary or project basis. Please see [UPS Operational Policy HR 7: University Staff Temporary & Project Appointments](#) for further guidance on temporary and project appointments.

#### 4. POLICY:

In general, the assigned duties and responsibilities performed by a person appointed under the authority of the Board of Regents pursuant to [§ 36.09\(1\) \(e\) Wis. Stats.](#), constitutes a position. A formal title describes a single position or a group of positions that possesses substantially similar (though not identical) duties and responsibilities.

The UW System title structure is designed to permit the assignment of a formal title to each position occupied by a person appointed under Board of Regents authority.

**5. RELATED DOCUMENTS:**

Wis. Stat. Chapter [36, University of Wisconsin System](#)

Wis. Admin. Code Chapter [UWS 3, Faculty appointments](#)

Wis. Admin. Code Chapter [UWS 10, Academic staff appointments](#)

Wis. Admin. Code Chapter [UWS 15, Limited appointments](#)

Wis. Admin. Code Chapter [UWS 16, Other appointments](#)

[Unclassified Personnel Guideline #1](#)

[UPS Operational Policy TC 2: Title Definitions](#)

[UPS Operational Policy TC 3: Compensation](#)

[UPS Operational Policy TR 3: Voluntary Reassignment](#)

[UPS Operational Policy HR 7: University Staff Temporary & Project Appointments](#)

**6. POLICY HISTORY:**

[UPG #3, Unclassified Job Security](#)

[Board Of Regents Resolution 9091](#)