



## EXPECTATIONS AND GUIDANCE DOCUMENT FOR REASSIGNMENT OF TENURED FACULTY

The responsibilities contained in this document implement the following policies:

- UWEX UPG #7: UW-Extension Unclassified Personnel Guideline #7
- Cooperative Extension Guidelines for Implementing UWEX UPG#7
- Wisconsin Administrative Code Chapter UWS 5.17 - 5.20

### 1. Faculty member:

- Be accountable to State Program Leader or other designated immediate supervisor for work/leave time and work assignments.
- Prepare and place updated employment credentials on file with Cooperative Extension Human Resources.
- Contact the UWEX Secretary of the Faculty if you wish to be placed on a confidential list in that office to be informed of possible employment opportunities.
- Seek support through the UWEX Employee Assistance Program Office, career counseling or other types of support that will personally aid you in your search for a new position.
- Submit an original letter of application for each open faculty position in your academic department/program area.
- Submit an original letter of application for each open faculty position in other academic departments/program areas that are appropriate to your qualifications.
- Submit an original letter of application for each open academic staff position (in which your tenured faculty rank may be retained).
- Inform Cooperative Extension Human Resources of other positions for which you wish to apply and submit an original letter of application for such positions.
- Put forth a good faith effort to achieve an offer of employment in a new permanent position.
- If relocation of residence is required, seek university reimbursement of moving expenses in accordance with state and university policy.
- The desired outcome is open communication, in order to place you in a position where you can be successful. Correspondences relating to this reassignment will be sent to you.
- Participate in the committee convened by the State Program Leader to assist you during the reassignment period.
- Initiate monthly written communication with the State Program Leader regarding your good faith efforts to achieve an offer of employment in a new permanent position and your performance accomplishments in your interim duties.

### 2. Faculty Member's State Program Leader:

- Confirm that the Dean's Office is aware of the tenured faculty member needing reassignment as soon as it is known.
- Facilitate appointment of a committee of colleagues to assist the faculty member while seeking reassignment. Include the Academic Department Chair in this committee.
- Determine professional duties that the faculty member will assume after the present position ends and until a new permanent appointment is achieved. These duties will include the expectation to be a candidate for positions appropriate to the faculty member's expertise and to make a good faith effort to achieve such positions. Interim duties will be put into the form of a written and dated job description and shared with the faculty member. Share a copy with the Associate Dean and place a copy in divisional personnel files. The job description will be revised, dated and shared/filed as duties change.
- Assume role of immediate supervisor for the faculty member during the interim period (or specifically designate this role to someone else and inform the faculty member of this delegation). Supervisory responsibilities include monitoring work attendance, giving guidance and support for work effort on assigned projects, monitoring impact/results of work effort, providing performance feedback as appropriate, annual performance review and taking

leadership for discussing the need for disciplinary actions with the Associate Dean and carrying out discipline that is deemed appropriate.

- In concert with the Associate Dean, determine if circumstances leading up to the faculty member being removed from prior faculty appointment warrant establishing a performance improvement plan for the faculty member. If so, determine issues that must be addressed in concert with the faculty member's previous immediate supervisor. Work with the faculty member to prepare and implement the plan.
- At the earliest possible time, inform the faculty member of program area faculty positions appropriate to faculty member's expertise that will become vacant and review with the faculty member his/her responsibility to submit a letter of application and become a candidate. Report non-compliance with this expectation to the Dean's Office and mutually determine if/what disciplinary action is appropriate.
- At the earliest possible time, inform faculty member of academic staff positions in the program area that are appropriate for the faculty member's qualifications and in which the faculty member could retain tenured faculty rank. Review with the faculty member his/her responsibility to submit a letter of application and become a candidate. Report non-compliance with this expectation to the Dean's Office and mutually determine if/what disciplinary action is appropriate.
- Determine appropriateness of positions in other program areas for faculty member's qualifications. Inform faculty member about appropriate faculty or academic staff positions (in which faculty member's tenured faculty rank could be retained) in other program areas and remind the faculty member of his/her responsibility to submit a letter of application and become a candidate. Report non-compliance with this expectation to the Dean's Office and mutually determine if/what disciplinary action is appropriate.
- Keep Cooperative Extension Human Resources apprised of positions for which the faculty member is expected to apply. Forward a copy of such correspondence to the faculty member.
- Identification of academic staff positions in which tenured faculty rank may be retained will be determined in concert with the Dean's Office. At time of submitting such a position for posting, the State Program Leader will ensure that the program area works with Cooperative Extension Human Resources to post the open position with language that will permit the possibility of the faculty member assuming the position and retaining faculty rank.
- Retain copies of correspondence from Cooperative Extension Human Resources to faculty regarding available positions.
- Initiate monthly communication with the Associate Dean regarding the faculty member's performance of interim duties, positions for which faculty member has applied, results of those actions and an on-going plan for handling the transition of the faculty member into a new permanent position.

3. Other State Program Leaders:

- Keep faculty member's State Program Leader informed of faculty or academic staff positions in other program areas that may be appropriate for the faculty member's expertise.
- Tenured faculty member needing reassignment must be considered under these guidelines for retraining and employment in appropriate available positions in the program area.

4. Faculty Member's Previous Supervisor:

- Inform the Dean's Office and the faculty member's State Program Leader of the pending need for reassignment as soon as it is expected or known.
- Thoroughly document actions leading up to faculty member leaving previous appointment.
- Forward faculty member's up-to-date personnel files to the faculty member's State Program Leader.
- Provide performance evaluation feedback to State Program Leader for the period of time during the current or immediately preceding year for which the previous supervisor was responsible for the faculty member.
- If circumstances leading up to the faculty member being removed from prior faculty appointment warrant establishing a performance improvement plan for the faculty member, provide faculty member's State Program Leader with information on previous performance.

5. Cooperative Extension Human Resources:

- Inform faculty member in writing of all open faculty positions in the faculty member's academic department/program area. Retain a copy of all correspondence in faculty member's divisional personnel file and forward a copy of correspondence to faculty member's State Program Leader who will retain it in the faculty member's personnel files in the State Program Leader's possession.
- Inform faculty member in writing of all other faculty and/or academic staff positions determined by the faculty member's State Program Leader to be appropriate to the faculty member's qualifications. Retain a copy of all correspondence in faculty member's divisional personnel file and forward a copy of correspondence to faculty member's State Program Leader who will retain it in the faculty member's personnel files in the State Program Leader's possession.
- Ensure that correct language is used in posting non-faculty positions (for which the faculty member will be expected to apply) so that the faculty member can retain faculty rank if selected for the position.
- Confirm with the State Program Leader that the faculty member has applied for positions he/she is expected to apply for as well as other positions for which the faculty member applies.
- Two days prior to target date for receipt of applications, alert State Program Leader if faculty member has not applied for a position for which he/she is expected to apply.
- Ensure that the faculty member receives an initial interview for each position for which the faculty member applies. Additional interviews for a position will be determined through a competitive process with other candidates.
- Coordinate with program area representatives and District Directors to ensure that a report of the faculty member's performance in all interviews is forwarded to the faculty member's State Program Leader and to the Associate Dean in a timely manner.
- Inform new faculty of related guidelines via appointment contracts.

6. UWEX Secretary of the Faculty:

- Upon request by the tenured faculty member, place the faculty member's name on a confidential list maintained in the Secretary of the Faculty's office for the purpose of keeping the faculty member informed of employment opportunities outside of Cooperative Extension.
- Communicate with the faculty member regarding relevant employment opportunities outside of Cooperative Extension.

7. Academic Department Chair:

- The Dean and/or State Program Leader will consult with the academic department chair, concerning the need to reassign the faculty member.
- Maintain active communication with the faculty member to coach them through the reassignment process.
- Work with the faculty member's State Program Leader on a committee to assist the faculty member while seeking reassignment.

8. Associate Dean:

- Inform the chair of the tenured faculty member's academic department of the need to reassign the faculty member.
- Determine scope and protocol for further discussion with the faculty member's academic department chair.
- Facilitate regular discussion among State Program Leaders regarding vacant positions that may be appropriate for tenured faculty currently needing reassignment.
- Regularly discuss with State Program Leader actions taken to enable reassignment of faculty member to a new permanent appointment.
- In concert with State Program Leader, determine if a performance improvement plan is appropriate for the faculty member.
- Exercise final authority for determining (with input from State Program Leader) if disciplinary action is appropriate for the faculty member.
- In concert with the Dean and appropriate State Program Leader, determine that the faculty member will be appointed to an appropriate position if this avenue is available and chosen.
- Maintain an active record of all tenured faculty needing reassignment.

9. Dean:

- Send letter to faculty member explaining reassignment process.
- In concert with the Associate Dean and appropriate State Program Leader, determine that the faculty member will be appointed to an appropriate position if this avenue is available and chosen.

Adopted: October 2005