

Faculty

The faculty category within the University Personnel System is limited to persons who hold one of the following ranks in an academic department or its equivalent: Professor, Associate Professor, Assistant Professor, or Instructor.

There are two types of faculty appointments:

- **Probationary** - an appointment by the UW System Board of Regents upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the Chancellor and held by a faculty member during the period which may precede a decision on a tenure appointment.
- **Tenure** - an appointment for an unlimited period granted to a ranked faculty member by the Board of Regents upon the affirmative recommendation of the appropriate academic department, or its functional equivalent, and the Chancellor via the president of the University of Wisconsin System.

Faculty are exempt from the federal Fair Labor Standards Act (FLSA) and are paid on the monthly payroll.

Academic Staff

The academic staff employee category is comprised of employees in non-faculty positions, which are unique to higher education. These positions are either fixed-term renewable or fixed-term terminal with a defined end date. There are two types of academic staff; **instructional academic staff** and **non-instructional academic staff**. Most academic staff are exempt from the federal Fair Labor Standards Act (FLSA), however, some academic staff do hold non-exempt positions and are paid on a bi-weekly basis. All exempt, academic staff are paid on the monthly payroll.

University staff

The university staff employee category is comprised of employees in civil service positions. There are three types of university staff positions; **continuous**, **project**, or **temporary** appointments.

University staff positions are quite varied and duties include, but are not limited to, administrative support, information technology, accounting, engineering, in addition to custodial, food service, and craft workers.

Temporary appointments are for less than 1,040 hours in a calendar year; or employed on a sporadic, as needed, basis. Most university staff are non-exempt from the federal Fair Labor Standards Act (FLSA), but some university staff do hold exempt positions and are paid on a monthly basis. All other university staff are paid on the biweekly payroll.

Student Employees

There are two types of student employees:

- **Student assistants** are graduate students who hold a graduate assistant, program assistant, or teaching assistant position. These positions are intended primarily to further the education or training of the student. Student assistants are exempt from the federal Fair Labor Standards Act (FLSA) and are paid on the monthly payroll.
- **Student help** are undergraduate or graduate students who provide part-time and/or temporary administrative, clerical, laborer, technical, or other general support to administrators, faculty, and staff of the institution. In order to qualify for a student help position, individuals must be registered/enrolled for academic credit at an educational institution for the current or upcoming semester. An educational institution shall be defined as: an accredited institution of higher learning granting associate degrees or higher, a technical college, a vocational or trade school, or a high school. Student help are non-exempt from the federal Fair Labor Standards Act (FLSA) and are paid on the biweekly payroll.