

Professor L/I Appointments

Units within the College of Agricultural and Life Sciences (CALS) may wish to provide a Professor L/I (locator institution) appointment to tenured faculty at other University of Wisconsin institutions for a variety of reasons, including increased collaboration and academic affiliations between UW-related institutions.

The Professor L/I appointment requires prior approval from CALS Human Resources. Departments/centers may use the following steps to obtain the appropriate approval.

1. Prepare and submit a [Zero Dollar L/I Appointment Request Form](#) to CALS Human Resources (CALS HR), 240 Agricultural Hall. The request form should include:
 - Name of appointee.
 - Expected date of appointment (generally appointments are limited in length).
 - Proposed working title for appointment (Assistant, Associate, Professor L/I).
 - Provide justification for appointment, including indication of PI with whom individual will be working and which unit the applicant will have an affiliation with for access to campus and applicable systems/services.
 - Brief detail of the responsibilities/relationship, curriculum vitae, and any other supporting information deemed helpful to support the request.
 - Since this is a \$0 appointment, no financial salary support will be provided by UW-Madison.
 - Signature of research division designee.
 - Signature of chair/director.
2. To expedite process, provide a draft letter of appointment on department/center letterhead. If possible, provide the draft as a Word document electronically to hr@cals.wisc.edu.
3. CALS HR will review the request. If approved at the division level, the approved appointment title and an approval signature will be added to the request form. If approval cannot be granted, communications will occur between CALS HR and department/center.
4. CALS HR will make an electronic copy of approved request form. The original will be returned to the department/center.
5. If draft letter of appointment letter with chair/director signature was provided with request form, CALS HR will finalize, sign and return the letter to the department/center.
6. Department/center will provide copy of letter directly to CALS HR and forward appointment letter to the appointee.

Professor L/I Appointment Prefixes

When filling out the request form above, please note that the professor L/I appointment has four prefixes or levels as defined in the [Unclassified Title Guideline \(UTG\)](#): Instructor, Assistant Professor, Associate Professor and Professor (Z61NN-Z64NN).

According to the UTG language, the "Professor L/I appointment (Locator Institution) is used to indicate appointees whose tenure status and employment rights are limited to a University of Wisconsin institution other than the UW-Madison. The L/I appointment is also the correct one for a member of the collateral faculty working full-time in an associated affiliation with the University of Wisconsin-Madison School of Medicine and Public Health. The specific definition of each level for professorial academic staff titles is left to the purview of each unit in which the title is employed. However, differences between successively higher title levels must reflect demonstrable differences in experience and knowledge gained, applied to the specific duties of the function."

Assistance Needed

Questions regarding this process, or requests for preliminary guidance or review, should be directed to Dawn Wagner in CALS HR (dawn.wagner@wisc.edu).