

Academic Staff Policies and Procedures

UWPA 12

ACADEMIC STAFF TITLE REVIEW

12.01 GENERAL. Given the tradition of a close, cooperative, consultative relationship between our campus administration and the Academic Staff Committee in the initiation of the academic staff titling structure, it is imperative that this tradition be the foundation upon which the process be built.

An academic staff member may request a change of his/her title if the staff member believes that the assigned title does not adequately describe the function of his/her job or if the staff member believes that the scope assigned to his/her title is incorrect. The procedure for requesting a change of an academic staff title applies only to the assignment of an existing title of a position for which the university has authority, and it must conform with the UW System unclassified title structure.

12.02 PROCEDURE. The request for a title change may be initiated by the staff member or supervisor and submitted in writing to the direct supervisor. The following documentation shall be included:

- Title review request cover sheet
- Current job description
- Past job description
- Current vita or resume
- Current position questionnaire for initial review of all new positions and all current positions seeking title review – available from the Human Resources website
- Documentation of job performance, such as recent evaluations
- Other documentation which might justify retitling

The Academic Staff Policies and Procedures Committee is available to provide information and advise staff regarding procedures. Information regarding unclassified title job descriptions is located on the Human Resources website.

12.03 TIME FRAME. Title reviews may only be initiated by the employee during the annual performance review process. All requests should be submitted to the Academic Staff Title Review Committee no later than January 31.

Supervisor-initiated title review requests may occur at any time in the year when the scope and/or complexity of duties has changed.

Each person involved in approving/denying the review shall have no more than 15 working days to render a decision and forward the request to the next level of review.

12.04 REVIEW PROCESS. If a supervisor supports an employee's request for title review, the request and the recommendation, along with all documentation, should be forwarded through

the supervisory chain to the appropriate hiring authority. All requests should be forwarded within 15 working days after receipt.

The appropriate hiring authority shall review the request and forward it to Human Resources immediately, but no later than 15 days from receipt.

Human Resources will score the position questionnaire and review all supporting documentation prior to making any assessments of the title review request.

Human Resources will forward it to the Academic Staff Title Review Committee no later than 15 days from receipt.

The title review request, along with comments from the ASTRC, will be returned to the appropriate hiring authority who shall review and make a final recommendation to the chancellor.

The chancellor has the final decision on all title changes.

12.05 APPEAL PROCESS.

1. If the staff request is denied by his/her immediate supervisor he/she may appeal to the next level of administration in the supervisory chain, up to the appropriate hiring authority.
2. If the request is denied by the hiring authority, the staff member may appeal to the Academic Staff Title Review Committee.
 - A. If the Academic Staff Title Review Committee gives a positive recommendation, it is returned again to the hiring authority.
 - If approved, it continues to the chancellor for final review.
 - If denied, the staff member can request review by the chancellor. The chancellor has final decision on all title changes.
 - B. If the request is denied by the Academic Staff Title Review Committee, a request may be submitted to the chancellor for final review. The chancellor has final decision on all title changes.
3. Appeals at any level must be initiated within 60 days from the notification of the denial.

12.06 TITLE PROGRESSION -- NON-INSTRUCTIONAL PROFESSIONAL SERIES (Category A)

Specific documentation is necessary to evaluate progression in the non-instructional professional title series.

1. It is assumed that a professional with little or no previous experience will start entry level employment as an associate.

Associate:

Performing all or any of the basic duties and functions as defined for the specialty or by the level of certification or licensure.

- Document specific degree as required by area.
- Document license or certification as required by area.

2. It is assumed that by the time an employee has demonstrated satisfactory performance and has a three-year rolling contract, he/she will have advanced to the no prefix level.

No prefix:

A. Performs those duties and responsibilities expected of a fully competent professional.

- Document with supervisor recommendation.
- Document with summary of annual merit evaluations.
- Document with listing of duties and responsibilities. Supervisor comments on appropriateness of listed duties and responsibilities should be attached.
- Document awards and/or honors associated with professional recognition.

B. Knowledge and skills gained through considerable experience.

- Document specific degree requirement(s).
- Document license or certification as required.
- Document minimum of three years related professional experience.
- Document additional training courses, workshops, etc.

C. Works independently in applying the approaches, methods and techniques of his/her profession.

- Document accomplishments over period of years. Supervisor comments on appropriateness of listed accomplishments should be attached.
- Document with letters of support.

D. Active in developing or assisting in the development of new approaches to resolving problems.

- Document participation in professional development.
- Document research, presentations and/or publication(s) in field.
- Document active participation in professional associations.

3. It is assumed that the senior title is reserved for professionals meriting special recognition and not solely as an award for years served.

Senior:

A. Performs program functions at level of proficiency typically requiring extensive experience (e.g., a minimum of five years at the university and seven years total of professional experience) and advanced knowledge and skills.

- Document seven years related professional experience.
- Document proficiency of performance with supervisor.
- Document advanced degree, additional training, coursework, etc.

B. Consistent record of exemplary performance.

- Document with summary of annual merit evaluations. Supervisor comments should explain evaluation system and standards for exemplary performance.
- Document with letters of support.
- Document with awards and/or honors recognizing contributions in professional area.

- C. Develops new approaches, methods or techniques to resolve problems with little or no guidance.
 - Document with letters of support.
 - Document with list of accomplishments. Supervisor comments on the appropriateness of listed accomplishments should be attached.

4. It is assumed that the distinguished title is reserved for professionals with extensive experience.

Distinguished:

- A. Performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills.
- B. The expertise of a distinguished professional is commonly recognized by his or her peers and through a reputation which extends beyond his or her work unit (i.e. UW-Parkside).
- C. A distinguished professional is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance, and to cope independently with new, unexpected or complex situations."
- D. Can be expected to guide or train other professionals or to oversee their work.

An academic staff member recognized as distinguished [at UWP] has consistently performed at an exceptionally meritorious level. The professional's extraordinary achievements are recognized by peers, possibly regionally, nationally or internationally but certainly beyond the university. Superior attainments will have been demonstrated through, for example, special honors and recognition higher than performance ratings. These accomplishments have been made over a significant period of time, although seniority or longevity would not be sufficient for award of the designation.

To be considered for a review for the distinguished level, professionals must at a minimum submit specific documentation as evidence of at least three distinct different areas of exceptional competence and achievement in their occupational areas. Examples may include, but are not limited to, the following:

- Making presentations before state, regional, national or international professional organizations.
- Receiving awards of achievement from community, state, national [and] or international organizations.
- Serving as a consultant for organizations, agencies or institutions; provide expert advise/[or]testimony on issues of state, national or international significance.
- Presenting educational or training programs for external organizations and institutions.
- Developing innovative methods, techniques or professional skills which are [nationally] recognized and applied beyond the university.
- Publishing in professional publications.

12.07 TITLE PROGRESSION -- INSTRUCTIONAL LECTURER SERIES (Category B)

Specific documentation is necessary to evaluate progression in the instructional title series. In some instances some of the documentation may not be appropriate. Note: the associate level is generally reserved for temporary instructional academic staff.

1. The no-prefix level is for entry level permanent instructional academic staff with qualifications as defined in the specific position description.
2. It is assumed that the senior title is reserved for lecturers meriting special recognition and not solely as an award for years served.

Senior:

- A. Performs program functions at level of proficiency typically requiring extensive experience (e.g., a minimum of five years at the university and seven years total of professional experience) and advanced knowledge and skills.
- B. Consistent record of exemplary performance including effective classroom delivery, testing and grading and competencies to develop and teach courses.
 - Document with summary of annual merit evaluations. Supervisor comments should explain evaluation system and standards for exemplary performance.
 - Document with letters of support and satisfactory student evaluations.
 - Document with awards and/or honors recognizing contributions in professional area.
- C. Develops new approaches, methods or techniques to resolve problems with little or no guidance.
 - Document with letters of support.
 - Document with list of accomplishments. Supervisor comments on the appropriateness of listed accomplishments should be attached.

3. It is assumed that the distinguished title is reserved for senior lecturers with extensive experience.

Distinguished:

- A. Performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of a professional at this level is commonly recognized by his/her peers and through a reputation which extends beyond his/her work unit (i.e. UW-Parkside). A distinguished professional is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, a professional can be expected to guide or train other professionals or to oversee their work.
- B. An academic staff member recognized as distinguished has consistently performed at an exceptionally meritorious level. The professional's extraordinary achievements are recognized by peers, possibly nationally or internationally but certainly beyond the university. Superior attainments will have been demonstrated through, for example, special honors and recognition higher than performance ratings. These accomplishments have been made over a significant period of time, although seniority or longevity would not be sufficient for award of the designation.
- C. To be considered for a review for the distinguished level, professionals must at a minimum submit specific documentation as evidence of at least three distinct different

areas of exceptional competence and achievement in their occupational areas. Examples may include, but are not limited to, the following:

- Making presentations before state, regional, national or international professional organizations.
- Receiving awards of achievement from community, state, national [and] or international organizations.
- Serving as a consultant for organizations, agencies or institutions; provide expert advise/[or] testimony on issues of state, national or international significance.
- Presenting educational or training programs for external organizations or institutions.
- Developing innovative methods, techniques or professional skills which are nationally recognized and applied beyond the university.
- Publishing in professional publications.

12.08 INITIAL REVIEW OF TITLE FOR NEW POSITIONS.

To ensure uniformity and equity in all academic staff titles across schools/colleges and units, all new positions shall be reviewed by the Human Resources Department and by the Academic Staff Title Review Committee prior to the review of the Position Authorization Request form by other appropriate hiring authorities. A letter verifying the review and recommended title assignment from [both the Human Resources Department and] the Academic Staff Title Review Committee with concurrence by the Human Resources Department shall be sent to the appropriate hiring authority to be attached to the Position Authorization Request form.

Approved by the Academic Staff Committee, October 12, 1982, and Revised June 9, 1986, March 7, 1991, December 14, 1993, October 18, 1995, December 9, 1998, November 20, 2000, June 12, 2007, January 7, 2009.

To complete Title Review documents please link to:

<http://www.uwp.edu/departments/human.resources/staffinfo/formsandpublications/TITLE-REVIEW/titlereview.htm>