

# UW-Parkside Human Resources Instructional Academic Staff Titling Protocol

## **INSTRUCTIONAL ACADEMIC STAFF TITLING and JOB PROGRESSION**

The primary responsibility of instructional academic staff is to provide formal classroom or laboratory instruction in an academic discipline, either independently or under the general supervision of a faculty member. Effective delivery of instructional material, testing and grading are the primary duties of a Lecturer. However, the degree of involvement in course and curriculum development, course scheduling, advising and subject matter expertise differs significantly depending on the prefix.

The standardized job title and job description as assigned by UW System for instructional academic staff is **TL020: Lecturer** as defined in the [UW System Job Library](#).

Some instructional academic staff may be assigned the prefixes defined in the following section, as approved by the Board of Regents on December 6, 1991.

Upon recommendation from their department, Lecturers may be promoted through the Lecturer prefix series once the defined criteria are met. While the UW System “title of record” for these positions will remain as Lecturer, Lecturer prefixes will be assigned as “business titles” within the Human Resources Information System (HRS). A business title will be considered the official title of the instructional academic staff member and may be used in all manner of employment (i.e. campus directory, name badge, e-mail signatures, business cards, etc.)

## **INSTRUCTIONAL FUNCTION and PREFIX DEFINITIONS**

### **Associate:**

An Associate Lecturer is one who independently teaches a course(s) subject to broad guidelines describing the scope of the subject matter to be taught and the topics to be covered. Effective classroom delivery, testing and grading are the primary duties expected of lecturers at this level.

### **No Prefix:**

A Lecturer at this level has the experience and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. However, the specific topics to be covered and the degree of topic emphasis is left to the independent judgment of the (No Prefix) Lecturer. At this level, a Lecturer may be involved in various instructional related activities. These may include undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum development, participating in departmental outreach programs or their instructional activities.

### **Senior:**

A Senior Lecturer has extensive teaching experience and subject matter expertise in an academic discipline. A lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. At this level, the

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independent selection, organization, and development of course contents and instructional materials approaches used is expected. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of this title.

### **Distinguished:**

A Distinguished Lecturer performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an academic staff member at this level is commonly recognized by his or her peers and through a reputation that extends beyond his or her work unit. A Distinguished academic staff member 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, an academic staff member can be expected to guide or train other academic staff or to oversee their work.

### **Resources:**

[UW System Administrative Policy 1276: Title Definitions](#)

[UW System Title and Total Compensation Project](#)

[UW System Job Library](#)

[UPG #1, Attachment 1](#)