

## UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

### UPG #15 (and Attachment)

#### UW-EXTENSION POLICIES AND PROCEDURES GOVERNING TITLE PREFIX REVIEW FOR PROMOTION

##### **15.01 Professional Title Series (Category A)**

- (1) Responsibility rests with an individual academic staff member to initiate a Title Review Request (TRR) and to supply material that substantiates that the requirements for promotion have been met. Supervisors or department heads can encourage academic staff to initiate the process, for example, during the annual performance evaluation.
  - (a) Any request for additional information or clarification of the TRR by the director, supervisor, chancellor or Title Review Committee will change the month used under 15.01(4)(d). Any additional information requested concerning the TRR by the director, supervisor, chancellor or the Title Review Committee must be reviewed by each level of the supervisory chain. Each supervisory level will once again have ten working days to forward the additional information to the next level.
- (2) The request is submitted to the immediate supervisor. Upon receipt of a TRR the immediate supervisor adds a positive or negative recommendation to the title review request and forwards the request to the next step in the administrative/supervisory chain. The request must be forwarded by the immediate supervisor within ten (10) working days of receipt.
- (3) The title review request proceeds through the supervisory chain with positive or negative recommendations attached until the TRR reaches the division dean or director. Each supervisory level has ten (10) working days to forward the TRR to the next level.
- (4) The dean or director will seek the advice of the divisional title review committee. This committee, appointed by the dean/director, is comprised of the division personnel representative, a senior professional academic staff member, and a UWEX Academic Staff Council representative (or designee) from the division.
  - (a) The dean or director may approve the request and forward a positive recommendation to the Chancellor for final approval of the title change. The Chancellor may approve or deny the title review request. There is no appeal from the Chancellor's decision.
  - (b) The dean or director may reject the title review request and inform the individual staff member of the denial in writing. The staff member may appeal the denial to the Academic Staff Hearings Committee. The appeal must follow the procedures of the Hearings Committee in order to be considered by that Committee.
  - (c) The Academic Staff Hearings Committee considers the appeal and forwards a recommendation to the Chancellor. The decision of the Chancellor is final.
  - (d) If approved, the title change will be effective the beginning of the month following submission of the request by the employee to the immediate supervisor.
    - (i) If the title review request is denied on the basis of qualifications by any supervisory level and not 15.02 (1)(a) or 15.02 (2)(a), a second request cannot be submitted for a minimum of three months from the date the title review request was submitted to the immediate supervisor.
    - (ii) An individual academic staff member who submits a second title review request, or submits additional information to the initial request, must have the additional information be considered a separate request (or TRR) for the purpose of compensation. Thus, if approved, the title change will be effective the beginning of the month following the second submission of the additional information or a second request.
- (5) In recognition of a title prefix promotion there will be a salary increase as follows:

- (a) The minimum increase for a change from Associate to No Prefix is an increase to the minimum of the new salary range or \$750.00, whichever is greater.
- (b) The minimum increase for a change from No Prefix to Senior is an increase to the minimum of the new salary range or \$1,000.00, whichever is greater.

**15.02 Criteria to be Considered in the Review of an Academic Staff Professional Title**

(Does Not Apply to Program Manager or Instructional Titles)

(1) CRITERIA FOR A CHANGE FROM ASSOCIATE TO NO PREFIX:

All of the following criteria apply.

- (a) A minimum of two years (full-time equivalent) in the current associate title.
- (b) The time criterion may be replaced with skill attainment and competencies criteria for specific title series and/or functional roles that have been previously approved by the UW-Extension Human Resources Director in consultation with the Academic Staff Council (see attachment 1).
- (c) Annual performance evaluations that reflect performance at or above the expectations for the associate position.
- (d) In appropriate circumstances, the individual works independently in applying the approaches, methods and techniques of his/her profession, and is active in the development of new approaches to resolving problems.

(2) CRITERIA FOR A CHANGE FROM NO PREFIX TO SENIOR:

Criteria a. through c. are required for consideration. Criteria d. through g. will be evaluated as a group. However, it is expected that a senior level individual will have demonstrated considerable ongoing contributions in several of these (d. through h.) criteria areas.

- (a) A minimum of seven (7) full-time equivalent (FTE) years of relevant professional experience.
- (b) The time criterion may be replaced with skill attainment and competencies criteria for specific title series and/or functional roles that have been previously approved by the UW-Extension Human Resources Director in consultation with the Academic Staff Council (see attachment 1).
- (c) Normally a minimum of three (3) full-time equivalent (FTE) years in the current No Prefix title.
- (d) A consistent record of exemplary performance (e.g. exceeds the expectations of performance for this position, high merit salary award).
- (e) Participation in relevant professional development activities.
- (f) Development and/or implementation of new approaches, methods or techniques to resolve problems with little or no expert guidance, and demonstration of the ability to work independently and to cope with new, unexpected or complex situations. May be involved in the training or supervision of other staff members.
- (g) Demonstrated professional contributions such as participation in professional organizations, publications, or recognition for professional presentations or materials developed/produced.
- (h) Participation in UWEX or departmental/unit activities (e.g. institutional or departmental governance, committee work).

**15.03 Instructional/Research Title Series**

**(Category B)**

- (1) Responsibility rests with an individual academic staff member to initiate a Title Review Request (TRR) and to supply material that substantiates that the requirements for promotion have been met. Supervisors or department heads can encourage academic staff to initiate the process, for example, during the annual performance evaluation.
  - (a) Any request for additional information or clarification of the TRR by the director, supervisor, chancellor or Title Review Committee will change the month used under 15.03(4)(d). Any additional information requested concerning the TRR by the director, supervisor, chancellor or the Title Review Committee must be reviewed by each level of the supervisory chain. Each supervisory level will once again have ten working days to forward the additional information to the next level.

- (2) The request is submitted to the immediate supervisor, department or unit head. Upon receipt of a TRR the immediate supervisor adds a positive or negative recommendation to the title review request and forwards the request to the next step in the administrative/supervisory chain. The request must be forwarded by the immediate supervisor within ten (10) working days of receipt.
- (3) The title review request proceeds through the supervisory chain with positive or negative recommendations attached until the TRR reaches the division dean or director. Each supervisory level has ten (10) working days to forward the TRR to the next level.
- (4) The dean or director will seek the advice of the divisional title review committee. This committee, appointed by the dean/director, is comprised of the division personnel representative, a UWEX Academic Staff Council representative (or designee) from the division, an instructional academic staff member and a faculty member from the division.
  - (a) The dean or director may approve the request and forward a positive recommendation to the Chancellor for final approval of the title change. The Chancellor may approve or deny the title review request. There is no appeal from the Chancellor's decision.
  - (b) The dean or director may reject the title review request and inform the individual staff member of the denial in writing. The staff member may appeal the denial to the Academic Staff Hearings Committee. The appeal must follow the procedures of the Hearings Committee in order to be considered by that Committee.
  - (c) The Academic Staff Hearings Committee considers the appeal and forwards a recommendation to the Chancellor. The decision of the Chancellor is final.
  - (d) If approved, the title change will be effective the beginning of the month following submission of the request by the employee to the immediate supervisor.
    - (i) If the title review request is denied on the basis of qualifications by any supervisory level and not 15.04 (1)(a) or 15.04 (2)(a), a second request cannot be submitted for a minimum of three months from the date the title review request was submitted to the immediate supervisor.
    - (ii) An individual academic staff member who submits a second title review request, or submits additional information to the initial request, must have the additional information be considered a separate request (or TRR) for the purpose of compensation. Thus, if approved, the title change will be effective the beginning of the month following the second submission of the additional information or a second request.
- (5) In recognition of a title prefix promotion there will be a salary increase as follows:
 

Instructional titles utilizing Associate/No Prefix/Senior progression (i.e. Lecturer series):

  - (a) The minimum increase for a change from Associate to No Prefix is an increase to the minimum of the new salary grade or \$750.00, whichever is greater.
  - (b) The minimum increase for a change from No Prefix to Senior is an increase to the minimum of the new salary grade or \$1,000.00, whichever is greater.

Instructional/research titles utilizing Assistant/Associate/No Prefix progression (i.e. Faculty Associate and Researcher series):

  - (a) The minimum increase for a change from Assistant to Associate is an increase to the minimum of the new salary grade or \$750.00, whichever is greater.
  - (b) The minimum increase for a change from Associate to No Prefix is an increase to the minimum of the new salary grade or \$1,000.00, whichever is greater.

Research titles utilizing Assistant/Associate/Senior progression (i.e. Scientist series):

  - (a) The minimum increase for a change from Assistant to Associate is an increase to the minimum of the new salary grade or \$750.00, whichever is greater.
  - (b) The minimum increase for a change from Associate to Senior is an increase to the minimum of the new salary grade or \$1,000.00, whichever is greater.

**15.04 Criteria to be Considered in the Review of an Academic Staff Instructional/ Research Professional Title** (Does Not Apply to Program Mgr. or Professional Titles)

- (1) Change From: ASSOCIATE TO NO PREFIX (Lecturer series) ASSISTANT TO ASSOCIATE (All other Instructional/Research titles). All of the following criteria apply.
  - (a) A minimum of two years (full-time equivalent) in the current associate title.
  - (b) Annual performance evaluations that reflect performance at or above the expectations for present title/prefix.
  - (c) In appropriate circumstances, the individual works independently in the development, teaching and evaluation of educational programs and curriculum or in the conduct of research.
- (2) Change from: NO PREFIX TO SENIOR (Lecturer series) ASSOCIATE TO SENIOR (Scientist series) ASSOCIATE TO NO PREFIX (All other Instructional/ Research titles) Criteria a. through c. are required for consideration. Criteria d. through h. will be evaluated as a group. However, it is expected that a senior level individual will have demonstrated considerable ongoing contributions in several of these (d. through h.) criteria areas.
  - (a) A minimum of seven (7) full-time equivalent (FTE) years of relevant professional experience.
  - (b) Normally a minimum of three (3) full-time equivalent (FTE) years in the current No Prefix title.
  - (c) A consistent record of exemplary performance (e.g. exceeds the expectations of performance for this position, high merit salary award).
  - (d) Extensive teaching experience and subject matter expertise.
  - (e) Highly developed skills in the development, teaching and evaluation of educational programs and curriculum or in the conduct of research.
  - (f) Participation in relevant professional development activities.
  - (g) Demonstrated professional contributions such as participation in professional organizations, publications, or recognition for professional presentations or materials developed/produced.
  - (h) Participation in UWEX or departmental/unit activities (e.g. institutional or departmental governance, committee work).

**15.05 Policies and Procedures Governing Prefix Changes for Program Manager Title Series and Director Title Series**

In most circumstances a change from a Program Manager or director level to a higher Program Manager or director level is the result of a recruitment process. This is because the level assigned to a position in these title series is based on program size and/or complexity.

However, a significant change in program size and/or complexity occurring gradually over a period of time can be recognized by a change in the Program Manager or director level. Any individual staff member holding a position titled in the Program Manager or director series or administrative unit chair can request a title review at any time. The request for a title review should be forwarded to the institution's academic personnel office through the appropriate administrative channels.

The division personnel office and the institution academic personnel office will evaluate the position using the UW System Category A Unclassified staff title evaluation rating system to determine the level to be assigned to the position.

The academic staff member may appeal the findings of the position evaluation to the Academic Staff Hearings Committee. The appeal must follow the procedures of the Hearings Committee in order to be considered by that Committee.

The minimum salary adjustment for a Program Manager or director level change requires a salary increase to at least the minimum of the new salary range or \$1,000.00 whichever is greater.

**Adopted March 27, 1989  
Revised January 1995**

**Revised November 2000**  
**Revised October 2002**

## **Attachment to UWEX UPG #15**

### **Substitution for time criteria**

The time criteria for title progression may be replaced with skill attainment and competencies criteria for specific title series or functional roles that have been previously approved by the UW-Extension Human Resources Director in consultation with the Academic Staff Council. [UWEX UPG #15.02(1)(b) and 15.02(2)(b)]

Anyone may initiate the process, but ultimately a UW-Extension dean or director who wishes to pursue this option must submit to the UW-Extension Human Resources director a written request that at a minimum addresses the following issues:

- Reason the existing time criteria are not appropriate for the specific title series or functional role.
- Skill sets or competencies that are more appropriate criteria.
- The method used to document attainment of and proficiency in the application of the identified skill sets or competencies.

Before making a final decision the Human Resources Director will present an analysis of the request to the Academic Staff Council for their approval.

The Human Resources Director will inform the dean or director and the chair of the Academic Staff Council in writing of the decision made. If the decision is to replace the time criteria with skill and competencies criteria this Attachment will be modified to document the specific title series or functional role affected and the effective date.

The Human Resources Director is responsible for reviewing approved skill and competencies criteria at least yearly to confirm that they are still appropriate and valid for the title series or functional role affected. If the criteria are judged inappropriate or invalid at the time of review the Human Resources Director must either work with the affected division(s) to update the criteria or, upon approval of the Academic Staff Council, rescind the approved substitution of skill attainment and competencies criteria for the standard time criteria.

### **Approved substitutions for time criteria:**

None

**Effective Date:** NA