



This information was approved by Common Council on 3/6/2019 and approved by Chancellor Patterson on 3/12/2019. It can also be found in the University Handbook in accordance with update timelines.

## Initial Titling

[UPS Operational Policy TC2: Title Definitions](#) provides a system wide framework for title usage of current academic staff and limited employees. [Appendix 1A](#) of the TC2 provides all Faculty, Academic Staff, Limited Appointee Title Definitions. Titling is done in accordance with [University of Wisconsin System \(UWS\) UPG 01: Professionals section, pages 6 \(Instructional Academic Staff\) and 9 – 10 \(Non-instructional Academic Staff\)](#).

The Office of Academic Affairs is responsible for titling instructional staff positions. The Office of Human Resources is responsible for titling non-instructional staff positions.

### *Escalation of Review/Appeal of Initial Titling*

- Instructional staff
  - If a supervisor would like to appeal an initial titling, they should notify the Associate Vice Chancellor of Academic Affairs [for Personnel, Budget and Grants] to discuss. If resolution cannot be obtained, the supervisor should request a review by the Chancellor and Vice Chancellors.
- Non-instructional staff
  - If a supervisor would like to appeal an initial titling, they should notify the Chief Human Resources Officer to discuss. If resolution cannot be obtained, the supervisor should request a review by the Chancellor and Vice Chancellors.

## Title Changes

[UPS Operational Policy HR 8: Title Change](#) provides the system framework for title changes, including promotion and career progression.

To justify a title change, a substantive change in the duties and responsibilities must occur and the change must be qualitative rather than quantitative. The change of duties cannot occur prior to review. Movement is dependent on complexity and expansion of the duties as well as growth in the experience and knowledge base of the position-holder. Depending on the type of changes and title series, certain criteria may be required in accordance with [UPS Operational Policy HR 8: Title Change](#) and [UWS TC 2: Appendix 1 A](#).

### *Escalation of Review/Appeal*

If an individual/supervisor would like to appeal a title change decision, within 15 days of the notification for the title change decision, the requester shall first notify the Associate Vice Chancellor [for Personnel, Budget and Grants] (for instructional staff) or Chief Human Resources Officer (for non-instructional staff) to discuss for informal resolution. If resolution cannot be obtained, within 20 days of the determination by the Chief Human Resources Officer or Associate Vice Chancellor [for Personnel, Budget and Grants], the individual/supervisor should request a review by the Chancellor and Vice Chancellors.

## Promotions

### *Eligibility & Criteria*

- Instructional staff
  - Individuals holding an Academic Staff B basis (instructional) position are eligible to submit for promotion. Promotion to a specific prefix is dependent upon experience, performance, the professional level criteria within [UWS TC 2: Appendix 1 A \(pages 9 - 21\)](#), and departmental guidelines. Departmental guidelines are available from each department chairperson and should include the following.
    - Promotion Committees.
      - Promotion committees for academic staff shall be as provided for in departmental policies. Such policies shall stipulate that where academic staff are members of promotion committees, normally only those at or above the title of the individual applying for promotion shall be voting members of the committee.
    - Committee Chairperson's Duties.
      - The chairperson of each committee shall report the committee's recommendations to the individual, the department chairperson, and the Dean of the college.
    - Department Chairperson's Recommendation.
      - Normally, the department chairperson will submit a separate recommendation to the Dean. In the event that the chairperson's recommendation differs significantly from that of the department, the chairperson shall notify the appropriate departmental committee of this fact and provide to the person under consideration written justification for the action.
    - Forwarding Recommendations.
      - In any discussion between the Dean and the department regarding these recommendations, both the department chairperson and the chairperson of the committee shall be included. The Dean shall forward a recommendation along with those of the department and department chairperson to the Vice Chancellor and shall inform the department chairperson in writing of that recommendation.
    - Informing Department.
      - In the event that the Dean, Vice Chancellor, or Chancellor makes a recommendation contrary to the department's, that administrator shall inform the individual and the department chairperson in writing, including reasons for the decision, before transmitting the recommendation to the next administrative level.
    - Completion of Requirements.
      - The required number of years of teaching experience for a particular title shall be completed before the individual is considered for promotion.
  - Non-instructional staff
    - Individuals holding an Academic Staff A or C basis (non-instructional) position within a promotional series (Associate, No-Prefix, Senior, and Distinguished) are eligible to submit for promotion. Academic Staff not in a promotional series are not eligible for the promotion process. Promotion to a specific prefix is dependent upon experience, performance, and the professional level criteria within [UWS TC 2: Appendix 1 A \(page 54\)](#).

### *Applying for Promotion*

To apply for promotion, follow the promotion processes available through [Academic Affairs \(instructional staff\)](#) and [Human Resources \(non-instructional staff\)](#).

### *Timeline*

No promotion is acquired solely because of years of service. An employee is first eligible for consideration for promotion from Associate to No Prefix when 1.5 years of experience have been accumulated by January 1 in the year application for promotion is submitted. An employee is first eligible for consideration for promotion from No Prefix to Senior when **6.5 years of experience have been accumulated by January 1 in the year application for promotion is submitted.**

### *Salary Change Accompanying a Promotion*

Promotions approved for a progression from Associate to No-Prefix have an adjustment to the minimum of the title range or 7% increase, whichever is larger.

Promotions approved for a progression No-Prefix to Senior have an adjustment to the minimum of the title range or 9% increase, whichever is larger.

### *Promotion Reconsideration & Appeal*

- Reconsideration
  - Where the Vice Chancellor and/or Chancellor conclude(s) the criteria has not been met and the individual/supervisor wishes to pursue appeal, the recommender shall first request reconsideration within 15 days of the promotion denial notification. A reconsideration request should include a reason and any appropriate supplementary material(s).
  - Upon receipt of a reconsideration request and review of supplementary materials, if the Vice Chancellor and/or Chancellor continue(s) to believe the criteria have not been met, they will notify the recommender and provide the opportunity to meet with them to attempt to reconcile the differences that continue to exist regarding the promotion.
- Appeal
  - After reconsideration, if an individual/supervisor is dissatisfied with a Vice Chancellor and/or Chancellor's decision, they have 20 days to file a grievance with the Academic Staff Mediation Subcommittee following [UWSP 13.02](#). Instructional academic staff may elect to take grievances under [UWSP 13.02](#) either to the Academic Staff Mediation Subcommittee or the Faculty Mediation Subcommittee, but shall have access to only one subcommittee for each case. An individual filing a grievance shall simultaneously send a copy of the grievance to the appropriate Vice Chancellor's Office.

### **History:**

4/10/2019: Grammar update within the reconsideration paragraph under Promotion Reconsideration and Appeal.