Guidelines For Maintenance Of The UW System Academic Staff Title And Compensation Plan At UW-Milwaukee: Category A Titles

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The overall objectives of the UW System Academic Staff Title and Compensation Plan are to: (1) provide a set of titles and salary grades for academic staff and limited appointment positions that are consistently applied throughout the UW System, and (2) to maintain a salary structure that is competitive with the outside market.

The provisions of the UW System Unclassified Personnel Guidelines, in particular UPG's 1, 4 and 7 (http://www.uwsa.edu/hr/upgs/upg.htm), govern the administration of the plan at each campus, as well as Chapter 36 (in particular 36.09 (4m)) of the Wisconsin Statutes.

The Department of Human Resources has administrative responsibility for the ongoing maintenance and monitoring of the plan at UW-Milwaukee. The Academic Staff Committee's Advisory Panel on the UW System ASTAC plan is responsible for advising the Provost on the development and review of policies and guidelines for the maintenance of the plan at UW-Milwaukee. The Academic Staff Committee is responsible for reviewing and approving any changes to the plan prior to their transmittal to the Provost for final approval.

When not specified, all references to Dean and Division Head approval means that the Provost reviews and approves the Deans' actions. In the non-academic units, the respective Division Head approves actions for his or her division.

Section 1 - The Advisory Panel (Category A) on the UW System Academic Staff Title and Compensation Plan

A. Function

The Academic Staff Advisory Panel (Category A) on the UW System Academic Staff Title and Compensation Plan serves in an advisory role to the Provost. The primary responsibility of the Advisory Panel is to advise the Provost and Academic Staff Committee on policies and guidelines for the further development and maintenance of the plan (Category A) at UW-Milwaukee. The Advisory Panel works with the Department of Human Resources to develop policy proposals and plan maintenance guidelines that are applicable to UW-Milwaukee. As called for in UPG 7 (http://www.uwsa.edu/hr/upgs/upg07.pdf), the Advisory Panel will also serve as the "Compliance Review Committee."

B. Membership

The Advisory Panel Members are appointed by the Provost upon nominations by the Academic Staff Committee for three year staggered terms. The membership shall reflect a cross-section of functional areas and there shall be no more than one representative from any one school, college...
or division. The Advisory Panel will be composed as follows (Note: membership shall only be open to academic staff and limited appointment employees with academic staff concurrent appointments):

5 non-instructional (Category A) employees. The Chair of the Advisory Panel shall be elected by the members, and shall act as liaison to the Academic Staff Committee. Up to two members of the Department of Human Resources shall serve as ex-officio, non-voting members of the Advisory Panel.

The Advisory Panel votes on policy/guideline determinations. In conjunction with the Department of Human Resources, the Panel advises the Provost concerning recommended guideline changes and of proposals to UW System Administration for new or modified salary plan titles/definitions/salary grades.

The Advisory Panel year is September 1 through August 31.

Section 2- Types of Positions Covered in the Plan

The UW System Academic Staff Title and Compensation Plan covers "Category A," which consists of non-instructional academic staff and limited appointment titles and salary grades (Note: Appendix A includes current salary grades and ranges). "Category A" includes academic staff titles in which the duties, responsibilities and paths of career progression are most similar to those of professional and administrative positions common to institutions of higher education.

A limited appointment is a special appointment to a designated administrative position and is at the pleasure of the Dean or Division Head. Based on Unclassified Personnel Guideline 3 (http://www.uwsa.edu/hr/upgs/upg03.pdf), "limited appointments are made for persons whose positions are directly involved in the formulation, interpretation and monitoring of policies and/or major program directions on behalf of the administrative officer with whom such policies and/or program directions originate."

An employee holding a limited appointment title must hold a concurrent faculty, academic staff or classified service appointment. A list of limited appointment titles is included in Appendix B, in the UWM Policy on Limited Appointments.

Section 3 - The Assignment of Plan Titles

The Department of Human Resources is responsible for assigning titles to newly created and redefined Category A academic staff and limited appointment positions (without a concurrent faculty appointment) that have a duration of six months or more and/or expectation of renewal of appointment totaling six months or more, and are at 50% time or more. Deans and Division Heads shall assign existing titles to temporary, ad hoc positions of less than 50% and/or less than six months duration, subject to review by Human Resources. (However, position descriptions for new temporary positions of less than 12 months duration that are expected to continue more than 12 months will be reviewed by the Department of Human Resources to ensure the consistent assignment of titles.) Deans and Division Heads shall also assign the prefix level (Associate, No-prefix and Senior - defined in Appendix C) to positions in the professional title series (Note: a
separate set of policies and procedures for assignment of the "Distinguished" prefix level is included in Appendix D. No promotion or move to or within a professional title series shall be based solely on years of service, nor denied on the basis of lack of funding or adverse effects on the organizational structure of the school, college or division.

The proposed application of new, modified or Director, Unspecified titles shall be reviewed by the Department of Human Resources, the Advisory Panel and the Provost prior to the possible transmittal of such title requests to UW System; these titles must be reviewed and approved by UW System Administration.

Working titles may be used informally to describe in greater detail an academic staff position within a specific organizational unit. If the use of a working title is determined to be necessary, it must be approved by the Dean and/or Division Head. Moreover, it should not be selected from the list of official titles.

**Section 4 - Proposed Conversions of Classified Service Positions to the Academic Staff**

UWM Administration has delegated the authority to determine if a position is appropriate as an academic staff position, as opposed to a classified position, to the Director of Human Resources. The Director will notify the Dean/Division Head if she/he believes a position is more appropriate to the classified service. The Dean/Division Head will then have the opportunity to redesign the position, which will be reviewed again by Human Resources for appropriate placement in the ASTAC Plan.

If a position is still determined to be more appropriate in the classified service following the second review, it will be audited by Human Resources staff in the Classified Employment Services Office for appropriate placement in the classified service and the Dean/Division Head will be notified by the Director of Human Resources. Proposed conversions of classified staff positions, with incumbents, to the academic staff will, with the concurrence of the incumbent, be submitted by the Dean/Division Head to the Director of Human Resources for review. Human Resources will review each position for its overall appropriateness to the academic staff. The major focus of this review will be (a) exclusion or inclusion under the Fair Labor Standards Act, and (b) exclusion or inclusion under Unclassified Personnel Guideline #7 (and supplements), with specific attention to the requirement that academic staff positions be "separate and distinct to higher education." These proposed conversions must be reviewed by the Advisory Panel (UPG 7.04(1) and (3), pp 5-7 [http://www.uwsa.edu/hr/upgs/upg07.pdf](http://www.uwsa.edu/hr/upgs/upg07.pdf)).

Human Resources submits recommendations to convert classified positions to the academic staff to the UW System Administration's Human Resources department for review and approval. Depending on the nature of the request, UW System may also seek approval of the Department of Employment Relations. The Dean/Division Head is notified of a final decision by the Director of Human Resources following University of Wisconsin System or DER notification of their action.
Section 5 - Proposed Conversions of Academic Staff Positions to the Classified Service

Proposals to convert academic staff positions, with incumbents, to the classified service will, with the concurrence of the incumbent, be submitted by the Dean/Division Head to the Director of Human Resources for review. Human Resources will review each position for its overall appropriateness to the classified service. The major focus of this review will be (a) exclusion or inclusion under the Fair Labor Standards Act, and (b) exclusion or inclusion based on Unclassified Personnel Guideline #7 (and supplements), with specific attention to the requirement relating to whether or not the academic staff position "has been separate and distinct to higher education." If the review results in a determination that the position should be in the classified service, the Director will notify the Dean/Division Head. The affirmative recommendation and supporting documentation will be submitted to the UW System Administration's Human Resources Department. If that department concurs, the proposal is then forwarded to the Department of Employment Relations for final action and approval. These proposed conversions must be reviewed by the Advisory Panel (UPG 7.04 (1) and (3), pp 5-7.

Section 6 - Review of Proposed Limited Appointment Positions

A position description must be submitted to the Department of Human Resources before a new limited appointment title position is established with an academic staff or classified concurrent appointment. Human Resources determines if the position is appropriate to unclassified employment status, based on the provisions of Unclassified Personnel Guideline #7.

If the Human Resources review determines that the position should be designated unclassified, a request to establish a limited appointment title is then submitted by the Dean/Division Head to the Provost for approval. This request is based on the provisions of the UWM Policy on Limited Appointments (Appendix B). If the approved request also involves a proposed new, modified or Director, Unspecified title, the review of such a request and recommendations concerning its possible transmittal to UW System Administration shall be initiated in accordance with the provisions of Section 7 below.

Section 7 - Initial Placement of Category A Positions in the Plan

In accordance with the criteria as defined in Sections 2, 3 and 6, all new academic staff and limited appointment positions that are considered "exempt" under the provisions of the Fair Labor Standards Act and those positions determined to be appropriately academic staff under UWS Unclassified Personnel Guideline #7 (and supplements) will be analyzed and placed in the plan prior to recruitment and filling of the positions.

The Department of Human Resources is responsible for assigning existing titles to newly created and redefined Category A academic staff and limited appointment positions (without a concurrent faculty appointment) described in Section 3. Following receipt of a request for placement or re-titling and a Position Description or Questionnaire from a Dean/Division Head, the review process is initiated by the Human Resources staff. An audit is conducted which
normally includes a discussion with the incumbent (if any) and the immediate supervisor regarding the duties and responsibilities of the position. The assignment of an appropriate title group and title is related to the position's primary duty (50% or more).

If a position review results in a recommendation that agrees with the Dean/Division Head's request, the position will be placed in the recommended salary grade. The Dean/Division Head is informed of this action by the Director of Human Resources. If a position review results in a recommendation that is at variance with the Dean/Division Head's request or the incumbent's request, the review and appeal procedure can be initiated in accordance with Section 10, "Review and Appeals Procedure."

The Dean/Division Head assigns a prefix level to a title in the professional series based on the general criteria outlined in Appendix C (Note: a separate set of policies and procedures for assignment of the "Distinguished" prefix level is included in Appendix D). Academic staff positions in this series may be recruited at one or more specific prefix levels or all of the first three levels. However, appointments at a different title or prefix level than originally indicated on the Form A ("Request to Recruit") are not permitted as they violate existing campus affirmative action recruitment procedures. (No promotion or move to or within a professional title series shall be based solely on years of service.)

New Titles

The Dean/Division Head and/or the Department of Human Resources may propose the use of a title and/or salary grade/range that is currently not included in the ASTAC title structure, or a Director, Unspecified title. The Dean/Division Head and/or the Department of Human Resources shall submit its request to the Advisory Panel. The Advisory Panel shall determine the appropriateness of such a request (with attached Position Questionnaire) and submit its recommendation to the Dean/Division Head, Human Resources and the Provost. If the Department of Human Resources and the Advisory Panel cannot agree on the need for a new title, both will send a recommendation with rationale to the Provost. The Provost will make the final decision as to requesting a new title from UW System. If approved by the Provost, a request for the use of a new, modified or Director, Unspecified title and/or salary grade/range, including a position questionnaire and title evaluation, is transmitted to UW System Administration for final review and approval.

Section 8 - Title and/or Salary Grade/Range Changes for Category A Positions

The title of a filled position may be changed based on a significant change to the position's primary duty. As a result of the title change process, filled positions may be "upgraded" or "downgraded" or may remain in the same salary grade.

A position may be "upgraded" when its primary duty has been redefined and an evaluation of such changes substantiates a title change and the move of that position to a higher salary grade.

A Dean or Division Head and/or an employee may initiate a request for a title and/or salary grade/range change. (This does not include a change in the prefix for a professional title;
Deans/Division Heads are responsible for assigning the prefixes to such titles, and actions relating to changes in prefixes should be completed by the school, college or division. Appendix D includes information concerning the separate process for the assignment of the "Distinguished" level.

**Implementation Guidelines**

A Dean or Division Head may initiate a request for a title change by writing a memorandum to the Director of Human Resources stating why the position should be reviewed. For schools, colleges and academic support units, the Provost will initially review and approve (or disapprove) the Dean's request. An updated UWM Position Description or UW System Position Questionnaire (revised 6/15/96) must be completed for these requests.

An employee (and/or his/her supervisor) may initiate a title and/or prefix change request by writing a memorandum containing a statement of justification for the requested title and/or prefix to his/her Dean or Division Head. This memorandum may include a request for a new or modified title and/or salary grade/range.

When a Dean or Division Head receives a request for a title and/or salary grade/range change from an employee, he/she shall forward the request, a position description or questionnaire and a recommendation as to the merits of the request and the appropriate salary grade to the Director of Human Resources.

The Dean or Division Head shall review a request for a prefix change for a professional title and approve such change. If the Dean or Division Head denies a request for a change in the prefix for a professional title, or takes no action, the employee may appeal in accordance with the provisions of Section 10 below.

Upon receipt of a title change request or recommendation from a Dean or Division Head (and Provost for the Academic Units), the Department of Human Resources' staff will review and analyze the changes to the position's primary duty. If a position analysis results in a recommendation that agrees with the Dean/Division Head's request, the position's title will be changed and the position will be placed in the appropriate salary grade following approval by the Director of Human Resources, unless the incumbent requests a review. If a position analysis results in a recommendation that is at variance with the employee's and/or the Dean/Division Head's request, the "Review and Appeal Procedure" shall be followed (see Section 10).

After the position has been reviewed and action taken, the Director of Human Resources shall notify the Dean or Division Head, the supervisor and the incumbent in writing. The Provost will receive a copy of the notification to a school, college and academic support unit.

All notices of action to the Dean or Division Head and employee shall stipulate their right to request a review of the action taken as specified in Section 10 of this document.

As stated in 1 and 2 above, the Dean/Division Head and/or the employee may propose the use of a new or modified title and/or salary grade/range for the redefined position which is currently not included in the UW System ASTAC title structure (or the Dean/Division Head may propose the
use of a Director, Unspecified title). Human Resources staff shall determine the appropriateness of such a request by evaluating the changes to the position's primary duty, the UWM Position Description or the UW System Position Questionnaire (rev. 6/15/96) submitted with the request and the possible use of an existing title. The staff shall submit its recommendation for a new or modified title and/or salary grade/range to the Director of Human Resources, the Chair of the Advisory Panel and the Provost. If approved by the Provost, the selected recommendation for the use of a new, modified title and/or salary grade/range or Director, Unspecified title, including the position description or questionnaire and title evaluation, is transmitted to UW System Administration for final review and approval.

After the position and proposed title and/or salary grade/range have been reviewed by UW System and action is taken, the Provost shall notify the Dean or Division Head, the supervisor, incumbent and Human Resources in writing. The Provost will receive a copy of the notification to a school, college and academic support unit.

If the Human Resources staff recommends the use of a different existing title or the same salary grade/range, rather than a requested new, modified or Director, Unspecified title and/or salary grade/range, the employee and/or the Dean/Division Head may utilize the "Review and Appeal Procedure" (Section 10) as specified under 3 above.

Section 9 - Compensation Provisions for Category A Positions

A. Salary at Time of Hire

When an employee is hired for a Professional, Program Manager or Administrative Director position, the beginning salary shall fall between the minimum and the midpoint of the salary grade range in which the position has been placed. Any exceptions above the midpoint must be approved by the Division Head and the Provost, in consultation with the Department of Human Resources. The beginning salary should be in direct relationship with the amount of training and experience possessed by the new employee. Internal salary equity should be considered when the beginning salary of a new employee is being determined.

When an employee is selected to fill a higher level position on a temporary or acting basis, he/she shall be paid at least the minimum of the salary grade for the higher level title, but cannot be paid more than the maximum rate. Based on the provisions of Unclassified Personnel Guideline #4 (http://www.uwsa.edu/hr/upgs/upg04.pdf), the employee should be provided a minimum of at least a 5% increase if the acting appointment includes significant increased responsibilities. The new salary will be set by the division head with the approval of the Provost. When the permanent appointment is made, the acting appointee is expected to return to his/her former position at a salary consistent with the salary the person had before the acting appointment. This includes any increases the person would have received before accepting the acting responsibility.

B. Promotion

When an employee is moved from a position in one salary grade to a different position in a higher salary grade, his/her new salary rate shall be at least the minimum of the new salary
range. Movement within the Academic Staff title series should adhere to the promotional increments as outlined in the Compensation Plan for UWM. This figure will be adjusted on an annual basis by the UW System Compensation Plan (UWM "Academic Staff Salary Adjustments" (http://www4.uwm.edu/acad_aff/policy/promotional-increments.pdf).

The Dean/Division Head and Provost must approve the following salary actions:

1. Increases greater than the predefined amount outlined in the Compensation guidelines.
2. Limited title promotions within a title series. These incremental changes must be based upon UPG 4 guidelines and are not covered by the Compensation guidelines.

Deans/Division Heads may approve salary increases for academic staff positions via the non-merit base adjustment form with the minimum amount outlined in the Compensation guidelines.

NOTE: As the compensation guidelines may or may not change during the biennial budget process please refer to the Provost office website for the current incremental values.

C. Upgrading

When a vacant or filled position is re-evaluated based on a significant increase in the position's primary duties and responsibilities, its title shall be changed and it shall be placed in a higher salary grade.

If the position is filled, the incumbent's salary will be increased by the same procedure that applies to an employee being promoted, as described in Section 9.B.

In lieu of permitting a position to be upgraded, a Dean or Division Head may redefine or restructure the position's primary duties and responsibilities so that an upgrade action is no longer warranted.

D. Increases Within the Salary Grade Range

The salary of an incumbent may be increased from base funds without having the position title changed and the position placed in a higher salary grade.

Pursuant to Unclassified Personnel Guideline #4 (http://www.uwsa.edu/hr/upgs/upg04.pdf, p 8), "use of base budget funds for interim salary increases to correct salary inequities in documented, individual cases is permitted. Justification for adjustments over and above normal salary increases and falling within the scope of state or federal equal employment opportunity laws or regulations and such adjustments unrelated to state or federal laws and regulations and such adjustments unrelated to state or federal laws and regulations must be verified by the institution's affirmative action officer." Such adjustments must be justified in writing on an individual basis; they must be reviewed and approved by the Dean or Division Head or appropriate Assistant Chancellor, the Assistant Chancellor for Equity/Diversity Services and by the Provost in consultation with the Director of Human Resources.
Recommendations for salary equity adjustments within a salary grade should be made in conjunction with the annual salary adjustment exercise.

**E. Demotion**

When an employee is demoted from a position/title in one salary grade to a different position/title in a lower salary grade, the individual's salary may be adjusted. The new salary will be set by the division head or dean in consultation with the director of the Department of Human Resources and the Advisory Panel (as described below). Salaries of employees of schools and colleges also must be approved by the Provost. An employee who disagrees with the new salary has the right to appeal to the Provost.

The new salary rate shall be at least the minimum, but no more than the maximum rate of the new salary grade (Note: based on the requirements of UPG 4.04(3)(b) [http://www.uwsa.edu/hr/upgs/upg04.pdf](http://www.uwsa.edu/hr/upgs/upg04.pdf)). If the employee's salary before demotion is above the maximum of the new salary grade, it must be reduced to at least the new maximum. A salary should not be reduced by more than 10% below the maximum rate of the new salary grade. A reduction greater than 10% requires extraordinary justification, and the prior approval of the Provost. The factors to be considered in determining the new salary rate are the employee's experience, qualifications, performance as measured by past evaluations, and new duties and responsibilities.

A sub-committee of the Advisory Panel shall conduct a peer review of each salary reduction case, and also advise the employee of his/her rights and options (Note: the sub-committee shall be comprised of three Advisory Panel members, including one ex officio staff person. The two academic staff members will rotate for each case from the full committee's membership, and no member shall consider a salary reduction involving an employee from his/her own school, college, or division). The sub-committee will examine the employee's new position responsibilities in relation to the factors noted in the preceding paragraph. The review will be based on information that is obtained from the dean or division head and the employee, and a subsequent recommendation concerning an appropriate salary level will be made to that appointing authority. The recommendation may also result in establishing justification for a salary reduction that is more than 10% below the maximum rate of the lower salary grade.

The procedures described above also apply when an employee is moved from a limited appointment title to his/her concurrent appointment title in a lower salary grade.

**F. Downgrading**

(1) When a vacant or filled position is re-evaluated based on a significant decrease in the position's primary duties and responsibilities, its title shall changed and it shall be placed in a lower salary grade. If the position is filled, the incumbent's salary will be determined be the same procedure described in Section 9.E, for an employee being demoted.

In lieu of permitting a position to be downgraded, a dean or division head may redefine or restructure the position's primary duties and responsibilities so that a downgrade action is no longer warranted.
(2) If the position's duties and responsibilities remain unchanged, but the position/title is downgraded in the title structure hierarchy to a lower salary grade through UW System administrative action, the incumbent's salary may be "red-circled" upon the recommendation of the dean or division head, and with the approval of the Provost. This means the employee shall not have his/her salary reduced and the salary may remain above the new salary grade maximum, but future salary increases will be subject to annual UWS salary guidelines pertaining to "red-circled" situations.

G. Effective Date of Salary Increases or Decreases

In situations where salary increases or decreases are warranted as the result of a change in position title, the new salary rates shall be effective with the pay period following receipt of the request for action by the Department of Human Resources.

Section 10 - Procedures for Appeals of Category A Academic Staff and Limited Appointment Title Reviews and Assignments

The title of a filled or vacant Category A position may be changed based on a significant change to the position's primary duty (50% or more). As a result of the title review and assignment process, positions may be "upgraded" or "downgraded" or may remain in the same salary grade. A revised position description or questionnaire prepared by the employee and signed by the Dean, Provost, or Division Head to reflect the changes in the primary duty and a letter of justification are submitted to the Director of Human Resources for review by the staff. (The letter may include a request for a new, modified or Director, Unspecified title and/or salary grade/range, which will be reviewed in accordance with the provisions of Section 8, Implementation Guidelines 6 and 7.) If a position review results in a recommendation that does not concur with the employee's and/or the Dean/Division Head's request, or if the employee does not concur with the Dean/Division Head's assignment of a professional prefix, the procedures set forth below shall be followed in determining such title assignment appeals.

The Academic Staff Title and Compensation Appeals Panel

The function of the Academic Staff Title and Compensation Appeals Panel is to hear non-instructional Category A related appeals involving: 1) the assignment of an existing title and/or prefix to a position; 2) the assignment of a title not currently included in the UW System Academic Staff Title and Compensation Plan; 3) applicable title assignment to the salary grade; 4) the adequacy of a salary range for a particular title in the assigned salary grade. Only appeals involving the assignment of an existing title and/or prefix will be resolved at the campus level. Appeals involving 2), 3) and 4) that are upheld by the Panel will be forwarded to the Management Review Committee and the Provost for review and possible transmittal to UW System Administration for final disposition.

The Appeals Panel decisions concerning existing titles and/or prefixes that are not appealed to the Management Review Committee shall be considered final. In considering the appropriateness of an existing title and/or prefix, the Appeals Panel shall strive for internal equity and the application of consistent principles for the maintenance of the UW System Academic Staff Title and Compensation Plan at UW-Milwaukee.
The Academic Staff Title and Compensation Appeals Panel members are appointed by the Provost upon nominations by the Academic Staff Committee for three year staggered terms. The membership shall reflect a cross-section of functional areas and there shall be no more than one representative from any one school or college or division. The Appeals Panel will be composed of five (5) non-instructional Category A academic staff employees, at least one of whom shall have human resources related experience at the school, college or division level. Membership shall only be open to academic staff and limited appointment employees with academic staff concurrent appointments.

The Chair of the Appeals Panel shall be elected by the members and have voting privileges, and shall act as liaison with the Academic Staff Committee. Up to two members of the Human Resources staff shall serve as ex-officio, non-voting members of the Appeals Panel.

The Appeals Panel year is September 1 through August 31.

**Procedure for Filing an Appeal**

If the employee wishes to appeal the title, prefix and/or salary grade/range assignment, he or she must file written notification with the Appeals Panel Chair of the intent to appeal within fifteen (15) working days of receipt of the Director of Human Resources' or the Dean/Division Head's (for the professional prefix) memorandum regarding their recommendation. *This written notification must clearly state the specific aspects of the title, prefix and/or salary grade/range assignment that are disputed, and the specific bases of the appeal. Generalized appeals without such specific objections or reasons will not be considered.* If appropriate, the Dean/Division Head, Department Head or Director may also submit written material if he or she chooses.

Upon receipt of the notification, the Chair will invite the employee to an Appeal Hearing for the purpose of presenting additional information and to respond to questions. The Dean/Division Head and/or Director, Department Head or designee may accompany the appellant to the hearing to provide additional information concerning the Category A position involved, or may appear in order to provide rationale for the assignment of the professional prefix. If the appellant or Human Resources staff wishes to submit additional written material of reasonable page number and length regarding the title and/or prefix assignment, six (6) copies of this material must be filed with the Appeals Panel Chair no less than seven (7) working days prior to the scheduled appeal hearing. Failure to submit such written materials within this time limit will result in those materials not being considered by the Appeals Panel at the time of the hearing.

If the Dean/Division Head does not accept the title and/or salary grade/range assignment and wishes to appeal the Director of Human Resources' recommendation, he or she may do so in accordance with the procedure described above.

**Designation of the Appeals Panel Hearing Body**

The Academic Staff Title and Compensation Appeals Panel serves as the Hearing Body. (Any member from the same unit as an appellant shall be disqualified from serving on the Hearing Body during the hearing for that appellant.) The Chair of the Appeals Panel will serve as Chair of the Hearing Body. The Chair may also invite a member of the Human Resources staff to
attend the hearing as a resource person, and to respond to questions concerning the title and/or salary grade/range recommendation.

**Voting Members of the Appeals Panel Hearing Body**

Only voting members of the Appeals Panel may consider and vote on appeals. The Human Resources staff members do not vote on appeals. A majority of the Hearing Body constitutes a quorum and must be present for the consideration and the vote on an appeal. If a member is disqualified because he or she is from the same school, college, or administrative department as the appellant, at least three Appeals Panel members must still constitute a quorum.

**Schedule of Meetings**

The Hearing Body will schedule the appeal to the extent possible within fifteen (15) working days of receipt of written notification of the intent to appeal. If this schedule is not convenient for the Hearing Body or the appellants, a mutually agreed upon schedule shall be established.

**The Appeal Hearing**

The Hearing Body's appeals are non-adversarial and are intended to be a hearing before one's peers. The appeal hearing provides the opportunity for the appellant and/or the Dean/Division Head to provide additional information and to respond to questions for the purpose of either demonstrating that the recommended title and/or salary grade/range assignment is in error and to recommend an alternative title and/or salary grade/range, or of establishing whether or not the prefix assigned to a professional position was appropriate. *Although the salary of the appellant may be discussed, the focal point and the ultimate issue of the appeal is the appropriate title, prefix and/or salary grade/range assignment for the position (based on the position's primary duty and the prefix criteria) which must be affirmatively established by the appellant and/or Dean/Division Head as described in the position description or questionnaire.*

The appellant, Dean/Division Head and Human Resources staff members may be present for all parts of the hearing except for the consideration and the vote. The hearing should be conducted in accordance with all provisions of the open meetings law.

The voting members of the Hearing Body will consider the presentation by the appellant, and/or the Dean/Division Head and the Human Resources review in rendering their decision. The Chair may, at any time, defer an action in order to secure additional information. The Appeals Panel has fifteen (15) working days after the hearing to make its decision or recommendation.

**Notification of Results**

If the Appeals Panel agrees with the appellant and/or Dean/Division Head that the position has been assigned an incorrect existing title and/or prefix, the Chair will send written notification regarding the Panel's decision to the appellant, the Director of Human Resources, and the appropriate Dean, Director or Administrator within five (5) working days of reaching a decision. The Management Review Committee shall receive an informational copy of this decision.
If the Appeals Panel disagrees with the appellant and/or Dean/Division Head, the Chair will send written notification regarding the Panel's decision to the appellant, the appropriate Dean/Division Head, Director or Administrator, and the Director of Human Resources within five (5) working days of reaching a decision. The appellant or Dean/Division head has five (5) working days from the date of notification in which to appeal to the Management Review Committee. If such appeal is not made on a timely basis, the Appeals Panel decision is final. If an appeal is made, the Appeals Panel will send its decision to the Management Review Committee.

The Management Review Committee is comprised of the Provost and the Assistant Chancellors for Administrative Affairs, Student and Multicultural Affairs and University Relations. At least three members of the Committee will consider each appeal, with the Division Head of the Division to which the appellant is assigned absenting him/herself from the appeal.

The Committee serves as the Provost's line management body to review and to decide on the final disposition of appeals of the Panel decisions concerning existing titles/prefixes. The Committee shall also make recommendations relating to new, modified, or Director, Unspecified titles and the adequacy of salary grades/ranges. The Committee's primary objective is to ensure internal equity and the application of consistent principles for the maintenance of the UW System Academic Staff Title and Compensation Plan at UW-Milwaukee.

The Management Review Committee will make a decision within fifteen (15) working days of receipt of notification from the appellant. If the committee agrees with the recommendation, it shall be transmitted, with the Position Description or Questionnaire and title evaluation results, to UW System Administration for final review and approval. The Provost shall notify the employee, the other members of the Management Review Committee, Appeals Panel, Director of Human Resources and the appropriate Dean, Director or Administrator of UW System's decision in these cases.

**Retention of Records**

The Appeals Panel shall be responsible for retaining hearing minutes and related documentation until the appeal is resolved.

All minutes and records related to appeals decisions will then be retained for seven (7) years in the Department of Human Resources.

**Section 11 - Mechanisms for Plan Maintenance - Category A Titles**

In order to ensure that the salary plan is properly maintained at UW-Milwaukee and to address problems on a timely basis, the following procedures shall be implemented:

The Department of Human Resources shall periodically monitor the plan to identify problem areas, including salary equity problems relating to gender and heritage, and recommend courses of action to campus administration and the Advisory Panel.
Position Descriptions/Position Description Questionnaires

The UW System "Position Questionnaire" form (rev. 6/15/96) shall be used whenever a new, modified or Director, Unspecified title is proposed for a position. The "PQ" should also be used when a new salary grade is being proposed for an existing title, or when an extraordinary salary range is being proposed for an existing title/salary grade. The use of the "PQ" is required by UW System in all of these instances.

The UWM Position Description format may also be used for new or existing Category A professional positions/titles, and when there have been no changes which have affected the position's primary duty (50% or more). Guidelines for the use of the UWM Position Description and UW System position Questionnaire are attached as Appendix E.

Position Descriptions and Questionnaires shall be updated so that position information always accurately reflects duties that are currently assigned and performed. Position Descriptions and Questionnaires shall be reviewed during the period of performance evaluations.

When the primary duty of a position undergoes a significant change, Deans or Division Heads must submit an updated and revised UWM Position Description or UW System Position Questionnaire (rev. 6/15/96), to the Director of Human Resources.

When the duties of a position have undergone changes that are material but not significant enough to warrant a complete rewriting of the position description, the changes shall be included in an amendment to the Position Description or Questionnaire and reported to the Director of Human Resources.

The Category A salary grade ranges are periodically adjusted by UW System, which is also responsible for conducting comprehensive market surveys to ensure the competitiveness of the grades. The Department of Human Resources shall be responsible for:

The preparation and/or the coordination of proposals for UW System review relating to the use of new, modified and Director, Unspecified titles, the change of a salary grade for an existing title and the creation of an extraordinary salary range for an existing position/title. (These proposals shall include an updated UWM Position Description (for professional series titles) or a UW System Position Questionnaire (rev. 6/15/96) and the Title Evaluation Instrument rating.)

The preparation and/or the coordination of salary surveys of selected positions to obtain data to support a request relating to (A) above.

The review of positions which have not been examined by the staff for four years or more will be completed when they become vacant even if a position's primary duty is not perceived by the School/College/Division to have changed. This action guards against an unrecognized accumulation of small changes in the primary duty which can result in a significant change over a period of time.

The review of other positions under the following circumstances: During the course of the review of a position for title assignment purposes, the staff may need to review the duties of
other positions when it believes they have been significantly affected by changes to the position being studied. These changes may also have an effect on the current placement of such positions in the Academic Staff Title and Compensation Plan.

APPENDICES

A. Current Category A Salary Ranges (UPG #4 Unclassified Compensation, Attachment 2)

B. UWM Guidelines on Limited Appointments
http://www.uwm.edu/Dept/HR/refmaterial/htms/ltdtitle.htm

C. Criteria for the Use of Prefixes for Category A Academic Staff Professional Titles (http://www.uwm.edu/Dept/HR/refmaterial/htms/prfxcrit.htm)

D. Policies and Procedures for the Designation of the Title are on the Secretary of the University web site at: http://www4.uwm.edu/secu/asgov/docs/ASD23.pdf

E. When to Use the Unclassified Category A UW-System Position Questionnaire and UWM Position Description Formats
(http://www.uwm.edu/Dept/HR/downloading/uwpq/des_uwunclpq.html)