



## TITLE CHANGE POLICY

### INTRODUCTION

Academic, university staff and limited position titles are grouped into job classifications to provide comparability of substantially similar positions across institutions and campus units. UW-Green Bay policies allow for the ongoing review of formal title assignments with position descriptions that are accurate and current.

Types of Changes:

- **Title change** requests include those position changes that involve a major change in job responsibilities and are also known as job reclassification, typically a result of a substantive change in duties and/or scope of responsibilities. The position must have evolved over time and changes must be related to, or an extension of, the functions initially assigned to the position.
- **Career progression** requests include requests for sequential progression of a position due to greater experience, expertise and applied ability in a particular specialty area and title series. Progression is based upon the incumbent's successfully greater expertise, experience, applied ability and responsibility within a title series.

### GUIDELINES

#### Position and Compensation Review Committee

The Position and Compensation Review Committee is responsible for reviewing all compensation requests and advising the Chancellor on the administration of career progressions and title changes. The role of the committee is to review requests for changes within a title series and across title series, conduct reviews of title assignments and make recommendations to the Chancellor for final action on title changes and ensure that the title and salary structure is applied fairly and equitably across the campus. This committee is chaired by the Director of Human Resources and includes the Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Vice Chancellor for University Advancement, and Associate Chancellor for External Affairs and Chief of Staff.

#### Pay Increase Limitations

Career Progression and Title Change increases must be at least a 3% base salary adjustment or the minimum of the new pay range, whichever is greater. Consideration will be given to pay equity when approving all pay adjustments. Title changes submitted to reflect a correction of an incorrectly titled position may be processed without a pay increase. An increase (not including merit) may not exceed 10% unless it is required to meet the minimum of the new pay range.

### TITLE CHANGE

#### Academic Staff Program Manager Titles

Movement within the Program Manager structure is considered a Title Change. A substantive change in the duties and responsibilities must occur and the change must be qualitative rather than quantitative.

Movement is dependent on complexity and expansion of the program administered as well as growth in the experience and knowledge base of the position-holder. There are three function level designations of I, II, and III. The determination of level will be based on the rating of positions using the title evaluation (PQ) instrument.



## Academic Staff Administrative Director Titles

The three prefixes defined for the Director series are the Assistant, Associate and No Prefix. Unlike the Professional series, entry into the Director series or progression from one prefix level to another reflects the organizational structure and appropriate levels of supervisory, budgetary, and decision-making authority. The determination of level will be based on the rating of positions using the title evaluation (PQ) instrument.

## Movement across Title Codes

To justify a title change, a substantive change in the duties and responsibilities must occur and the change must be qualitative rather than quantitative. Movement is dependent on complexity and expansion of the duties as well as growth in the experience and knowledge base of the position-holder. As a result of the individual position review, the committee may recommend and the Chancellor approve a title change across title groups which may result in a salary range change. If, as the result of the individual position review, the disposition of the request is a title change, but not a salary range change, no salary adjustment will occur. For Academic Staff, the determination of level will be based on the rating of positions using the title evaluation (PQ) instrument.

## Demotion

When an employee is voluntarily or involuntarily demoted from a position/title in one salary grade to a different position/title in a lower salary grade, the individual's pay may be adjusted accordingly. The base pay rate in the new position may not be set less than the minimum of the applicable pay range. Factors to consider when determining the new salary rate are the employee's experience, qualifications, performance evaluations, and new duties and responsibilities.

## Title Change Timeline

Formal title changes due as a result of a change in duties may take effect at appropriate times throughout the fiscal year. However, to the extent possible, should coincide with the annual budget process for submission in the fall of each year. Title changes as a result of a change in duties will take effect the first payroll following receipt of complete materials in the Human Resources Office. Retroactive salary adjustments are prohibited.

## CAREER PROGRESSION

### Non-Instructional Academic Staff

The table below outlines the specific years of service and experience required to progress between the various prefix levels.

Prefix Progression	Years of Employment	Other Requirements
Associate → No Prefix	2 years of employment in current position.	Functioning at full competency level, actively involved in developing new techniques, approaches, and methods. Documentation of acceptable level of performance.
No Prefix → Senior	7 years of <i>comparable experience</i> , most recent 5 years at UW-Green Bay in current position.	Exemplary performance reviews, evidence of development of new techniques, approaches and methods to solve problems. Operates independently. Recognition in a professional field through participation in professional organization, system wide committees, and other outside activities. Public and/or University Service may be a consideration.



Distinguished	Movement to the Distinguished level is not part of a natural career progression track for professional staff and may only be achievable by a small number of professionals.	See the <a href="#">Academic Staff Handbook</a> for guidelines to move to the distinguished level.
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*Comparable experience* is defined as experience in similar fields, scope or size of operation, and similar duties and responsibilities.

## Instructional Academic Staff

The table below outlines the specific years of service and experience required to progress between the various prefix levels.

Prefix Progression	Years of Employment	Other Requirements
Associate → No Prefix	2 years of employment in current position.	Functioning at full competency level. Has obtained necessary experience and academic qualifications needed to develop course(s). Involvement in various instruction related activities including undergraduate advising, curriculum development, or participating in departmental outreach programs or their instructional activities. Documentation of acceptable level of performance
No Prefix → Senior	7 years of <i>comparable experience</i> , most recent 5 years at UW-Green Bay in current position.	Exemplary performance reviews, evidence that he or she has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. Demonstration of independent selection, organization and development of course contents and instructional materials is expected. Involvement with committees will also be required.

*Comparable experience* is defined as experience in similar fields, scope or size of operation, and similar duties and responsibilities.

## University Staff

The specific criteria and time frames for progression through a University Staff title series may vary depending upon the functions of the position. At a minimum, employees must have performed the permanently assigned duties and responsibilities for a minimum of six months.

## Career Progression Timeline

Career Progressions will be reviewed based upon an employee's anniversary date. In September, as part of the budget planning process, departments will be sent reminders to budget for progression eligible employees for the next fiscal year. Quarterly, Human Resources will send notices to employees with upcoming anniversary dates who are eligible for progression based upon the schedule below. Employee requests will be reviewed and if approved, will be effective with the first payroll following the employee's anniversary date. Exceptions must be reviewed and approved by the area leader in consultation with Human Resources. In the event of an approved off cycle request, the effective date will be the first payroll period



following receipt of the complete paperwork in the Human Resources office. Retroactive salary adjustments are prohibited.

Anniversary Date	Human Resources notification to employee and supervisor	Submission Deadline
January – March	November 1	December 1
April – June	February 1	March 1
July – September	May 1	June 1
October – December	August 1	September 1

## REQUESTS

Employees must submit a [Title Change Request](#) with supporting documentation including:

- an updated position description outlining the functions currently performed in the position
- Current divisional organizational chart
- Copy of the most recent performance evaluation
- Letter of recommendation from the supervisor and dean/division head outlining their support and reasons for the progression or title change.
- All Academic Staff title changes are also required to submit a completed [UW-Position Questionnaire](#).

## APPEALS

Those wishing to appeal the decisions made by the Chancellor based upon recommendation of the Position and Compensation Review Committee must submit the appeal in writing to the Academic or University Staff Personnel Committee within 20 days of notification of the decision.

## REFERENCE DOCUMENTS

- [Academic Staff Governance Handbook](#)
- [UPS Operational Policy HR 8: Title Change](#)